RITUAL

VETERANS OF FOREIGN WARS
OF THE UNITED STATES

AUXILIARY

As Amended
July 22, 2015

Effective Date
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Based upon Sec. 1202-Amendments-Ritual, adopted amendments or alterations to the Ritual will be made every five (5) years. The next Ritual revision will be in July 2020 at the 107th National Convention.
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GENERAL INSTRUCTIONS
GENERAL INSTRUCTIONS

Raps of the Gavel
One (1) rap of gavel—Attention
Two (2) raps of gavel—Rise
Three (3) raps of gavel—Be Seated

Salutes
When salute is used, Heart Salute or Military Salute (veterans)
shall be used at all times.

1. ATTENTION

Attention in the Veterans of Foreign Wars of the United
States Auxiliary means hands at side, head up with eyes
looking straight ahead.

2. HEART SALUTE

a. Members of the Auxiliary shall rise and salute the Flag
by placing the palm of the right hand flat over the heart,
or Military Salute (veterans) when the Flag passes by in
parade. (See Diagram 1, page 6)
b. During Auxiliary meetings, the Heart Salute or Military
Salute (veterans) shall be used at all times where salute is
used.
c. When the Flag IS displayed, and the National Anthem IS
played and/or sung, all present should face the Flag and
salute.
d. When the Flag IS NOT displayed and the National
Anthem is played and/or sung, all present should face
the music and salute.
e. When Taps is played, all present shall stand, face the
Flag and salute – Heart Salute or Military Salute.
f. After the Flag Bearer places the U.S. Flag, they should
salute. When they turn back to the members, all salutes
should be dropped.
3. PARADE REST

The left foot is moved slightly to the side while bringing the arms to the small of the back. Place the left thumb in the palm of the right hand. The head is bowed slightly during the prayer. (See Diagram 3, page 6)

4. ROOM SETUP (At the discretion of the Auxiliary)

- Auxiliary room should be set up and Officers positioned per Floor Plan 1. In the center of the room, there should be an Altar upon which is placed an Altar cloth. The Bible SHALL be placed on the Altar in the CENTER of the Altar cloth.
- There should be a table or podium with a gavel thereon for the use of the presiding Officer.
- Each Auxiliary should have a Patriotic Instructor’s Flag, four (4) Color Bearers’ Flags, Flag and Banner and flag stands for each. (Color Bearers’ Flags should be 2’ x 3’ and Patriotic Instructor Flag should be 3’ x 5’.)
- The Conductor/Conductress shall prepare the Auxiliary room for the meetings; he/she shall see that the charter, gavel, Altar cloth, Bible and flag stands are placed properly before the meetings are called to order. The Patriotic Instructor’s Flag, four (4) Color Bearers’ Flags, Flag Bearer’s Flag and Banner Bearer’s banner should be placed conveniently in the anteroom.
- POW/MIA flag may be posted prior to the meeting. If posted, this flag is placed to the right of the American Flag and to the inside of the banner. (See Floor Plans)
- According to Public Law 94-344 dated July 7, 1976, the American Flag shall be placed at the right of the presiding Officer at all times.
- The Patriotic Instructor’s Flag shall be placed on the floor level at all times and to the RIGHT of the presiding Officer, between the President’s and Secretary’s stations.
5. OFFICERS’ INSTRUCTIONS

- When standing or marching, Officers should assume a military bearing, hands hanging free and empty at the sides; they should proceed in straight lines and turn square corners.
- All Officers having any part in the floor work ceremonies should be furnished a Ritual and they should make themselves familiar with all the details thereof. They should, if possible, commit to memory their respective parts and duties.
- The President stands while presiding except when another individual is at the podium or giving a report from the floor.
- The Musician should stand during the Pledge of Allegiance, prayer and obligation.
- The Patriotic Instructor shall see that the pledge to the Flag is given properly and that due respect to the Flag is observed at all times by the members.
- During floor work ceremonies, the Flags shall be borne at attention. When placing Flags, eagles shall face the assembly.
- The Color Bearers’ Flags shall be held at attention with the right hand above on the flagstaff, left hand on a level with the right elbow with left arm across the waist. (See Diagram 2, page 6)
- The Color Bearers carrying the Flags do not sing or recite the pledge to the Flag. They always place the Flags in stands before sitting down. Stands must be placed at the right of the Color Bearer’s chairs. (See Floor Plan 1) While seated, Color Bearers shall sit at attention with feet on the floor.
- When Officers (including Color Bearers, Flag Bearer and Banner Bearer) vacate their stations, but remain in the room, the chair does not have to be filled by another member.
- The members will remain seated or stationary while the Chaplain opens and closes the Bible, provided the colors are not at the Altar.
• The Guard should never leave their position at the door while the Auxiliary is in session, unless relieved by someone appointed by the presiding Officer to fill their station.

6. ESCORTING GUESTS

When escorting guests, into or leaving the meeting room, the Conductor/Conductress and Assistant Conductor/Conductress will escort only one (1) person each. The Conductor/Conductress will escort the highest ranking person followed by other guests with the Assistant Conductor/Conductress escorting the one with the lowest ranking person being last.

1. After the escort of the guests, the Chaplain will step into the line as the colors pass his/her station and proceed to the Altar and close the Bible.

2. Chaplain will meet the colors at Senior Vice-President’s station to open the Bible after Guests have been escorted from the room.

7. MEMORIAL SERVICES FOR DECEASED MEMBERS

• An Auxiliary may offer to hold Memorial Services for a deceased member by contacting family without waiting for a request from the family. Any part of the service that may conflict with any religious belief may be omitted or changed.
• Officers should not read aloud the notes in the lightface type. (See page 100 for Memorial Services for Deceased Members.)

8. MEMBERS’ INSTRUCTIONS

• On entering the meeting room after the Auxiliary is in session, members will show their membership card to the Guard.
• Eligible individuals may attend one (1) meeting at the invitation of a member in good standing with the President’s permission.
• Those eligible individuals shall be allowed to enter after the Treasurer’s Report and Presentation of Bills.
Diagram #1
Heart Salute

Diagram #2
Flag shall be held as straight as possible.

Diagram #3
Parade Rest
Handling a Simple Motion
(Does not include steps for amendments. See Robert's Rules of Order, Newly Revised.)

Add: Committee member moves a motion on behalf of the committee.

Member makes a motion

Motion requires a second

Yes, motion is seconded

Presiding officer restates the motion and places it on the floor for debate

Debate

Debate ends, vote taken

Yes, majority vote is received, motion is carried

No, majority vote is not received, motion is defeated

No, motion is not seconded

Motion dies
AUXILIARY/DISTRICT/COUNTY COUNCIL MEETINGS
TRADITIONAL MEETING

AUXILIARY/DISTRICT/COUNTY COUNCIL

ORDER OF BUSINESS

1. Opening Ceremonies
2. Escort and Introduction of National and/or Department Officers (See page 26 for Escort)
3. Roll Call of Auxiliaries (District/County Council only)
4. Reading and Referring of Applications for Membership
5. Report of Investigating Committee
6. Voting on Candidates
7. Initiation
8. Presentation of Minutes and Official and Other Communications
9. Treasurer’s Report
10. Presentation of Bills
11. Introduction of Guests, who are Not Escorted
12. Reports of Committees, Standing and Special
13. Unfinished Business
14. New Business
15. Report of Trustees and Action Thereon
16. Suggestions for the Good of the Order
17. Closing Ceremonies

1. AUXILIARY/DISTRICT/COUNTY COUNCIL OPENING CEREMONIES

If an Officer is unable to be present, he/she should notify the President. The President shall then appoint a member to fill his/her station before the meeting starts.

President gives one rap of gavel.

President: This Auxiliary meeting is called to order. The Officers will take their respective stations. All persons not members of the Veterans of Foreign Wars Auxiliary will kindly retire.
President:  **Mister/Madam Guard,** close the doors and allow no one to enter until the opening services have been concluded.

Guard: **Mister/Madam President,** your orders have been obeyed.

President: **Mister Conductor/Madam Conductress** (and **Assistant Conductor/Conductress**), satisfy yourself that all present are entitled to remain.

Two (2) raps.

The Conductor/Conductress will examine each member’s dues card, assisted as directed by the President. Those found in possession of the official Auxiliary membership dues card for the current calendar year may be seated. Conductor/Conductress then advances to the Altar. This may be omitted if the Guard had already checked dues cards at the door.

Conductor/Conductress (and Assistant Conductor/Conductress): **Mister/Madam President,** I find all, except those standing, in possession of the official membership dues card for the current calendar year.

If Assistant Conductor/Conductress assists, Conductor/Conductress checks those to the President’s right; Assistant Conductor/Conductress, those to the President’s left.

President instructs the Treasurer to determine the status of members standing. Those who have not paid their current dues will be required to pay said dues or leave the meeting room.

President: **Mister/Madam Secretary,** you will call the roll of the Officers.

At the command of the President to call the roll, both Secretary and Conductor/Conductress rise. The Secretary calls the title and name of each Officer, who will rise and remain standing until all have been called. The Conductor/Conductress responds “present” or “absent.” President announces pro tem Officers.
President: **Color Bearers, secure and present the colors.**

(See Floor Plan 2)

*When the Color Bearers are directed to secure and present the colors, the Conductor/Conductress, Patriotic Instructor, Flag and Banner Bearers and four Color Bearers will rise together and proceed from their stations to the rear of the Altar, keeping in line with each other. The Patriotic Instructor waits until the Color Bearers, Conductor/Conductress, Flag Bearer and Banner Bearer are in line with his/her station; then proceeds with the other five (5) Officers, towards the Senior Vice-President’s station.*

*After Color Bearers 3 and 4 rise, 3 takes a step to right, and 4 a step to the left, and remain standing in that position until the other Officers are in line with them, facing the President. Color Bearers 1 and 2 pause in front of Color Bearers’ 3 and 4 chairs, about face, facing the President. All advance to the rear of the Altar in a straight line.*

(See Floor Plan 3)

Conductor/Conductress: **About face, march.**

*All retire—double file—to the anteroom, led by Color Bearers 3 and 4, then Conductor/Conductress and Patriotic Instructor, Flag Bearer and Banner Bearer—followed by Color Bearers 1 and 2. Upon wishing to enter, the Conductor/Conductress will summon the Guard who announces:* 

Guard: **Mister/Madam President, the colors.**

Two (2) raps.

President: **You will admit them. Salute!**

*Members will hold this salute until the Flags are posted.*

(See Floor Plan 4)
Upon entering with the colors, Color Bearers 1 and 2 lead, double file, followed by the Conductor/Conductress and Patriotic Instructor, Flag Bearer and Banner Bearer, and Color Bearers 3 and 4. All march toward the President’s station, passing the Chaplain’s station on the right. When in front of the President’s station, the Conductor/Conductress gives command:

Conductor/Conductress: **Two’s (2), right face!**

The Patriotic Instructor places the Flag with the eagle facing the assembly, steps back one (1) pace, salutes the Flag using Heart Salute or Military Salute (veterans), does an about face and takes his/her place in line of Officers beside the Conductor/Conductress and faces the President.

When the Patriotic Instructor is back in position with line of Officers, the Flag Bearer and Banner Bearer place the Flag and Banner in the stands at the same time. After the Flag Bearer places Flag in stand, he/she steps back one (1) pace, salutes the Flag, using Heart Salute or Military Salute (veterans). Both about face and proceed directly to their stations. After placement of Flag and Banner, the President gives command:

President: **Attention!**

Conductor/Conductress: **Two’s (2) left, march.**

Conductor/Conductress, Color Bearers and Patriotic Instructor march to position in front of Senior Vice-President’s station and proceed to the Altar.

The Chaplain leaves his/her station as the Color Bearers pass the station of the Junior Vice-President, meets the Conductor/Conductress and Patriotic Instructor at the Senior Vice-President’s station and proceeds to the Altar between the Conductor/Conductress and Patriotic Instructor. Color Bearers 1 and 2 separate, left and right. The Conductor/Conductress takes a position to the left of the Chaplain and the Patriotic Instructor
takes a position to the right of the Chaplain. Color Bearers 3 and 4 then step to a position beside Color Bearers 1 and 2. All stand in a straight line facing the President. The Chaplain takes one (1) step forward, **reverently** opens the Bible and places it in the center of the Altar.

President: **The Chaplain will now offer the opening prayer.**

Conductor/Conductress: **Color Bearers, Altar position.**

*When the Chaplain is directed to offer the opening prayer, Color Bearers proceed to each side of the Altar, led by Color Bearers 3 and 4, followed by Color Bearers 1 and 2 and turn toward the Altar, holding Flags upright, not obstructing the view of the Chaplain, remaining in that position during the prayer. Chaplain assumes position of Parade Rest.*

President: **Parade Rest.**

**OPENING PRAYER**

Chaplain: **Dear God, we thank Thee for the great privilege Thou has bestowed upon us to again allow us to assemble in this meeting. We pray and beg of Thee to keep us, Thy servants, from temptation, to keep us in health and strengthen us in spirit so that we may perform our duties to our Brothers, Sisters and Comrades. Bless we ask Thee, the families of all departed Comrades and help us to realize our duties toward them and toward the Veterans of Foreign Wars. Amen.**

All: **Amen.**

*The Chaplain takes one (1) step back into line with Officers.*

President: **Attention!**
Conductor/Conductress: Color Bearers, right and left face, forward march!

Color Bearers proceed to the rear of the Altar in line with Conductor/Conductress. Color Bearers 1 and 3 turn right; Color Bearers 2 and 4 turn left; Color Bearers 1 and 3, left face and Color Bearers 2 and 4, right face. All Color Bearers will be facing the Senior Vice-President’s station.

Conductor/Conductress: About face.

This brings Color Bearers facing President’s station. All remain standing in that position until directed to take their stations.

Patriotic Instructor: Let us be ever mindful of our duties as members of the Veterans of Foreign Wars of the United States Auxiliary, to see that our Flag is never desecrated and to teach the people of our land what this means and to see that all are instructed in the pledge to the Flag.

President: You will salute and give pledge to the Flag. Heart Salute or Military Salute (veterans). All rise and face Patriotic Instructor’s Flag.

I PLEDGE ALLEGIANCE to the Flag of the United States of America and to the REPUBLIC for which it stands, (pause) one nation under GOD (pause) INDIVISIBLE (pause) with LIBERTY and JUSTICE FOR ALL. Emphasis is given to the words in capital letters.

President: We will now sing the National Anthem, Salute!

Heart Salute or Military Salute (veterans) is used any time the National Anthem is played or sung.
Oh, say, can you see by the dawn’s early light,  
What so proudly we hailed at the twilight’s last gleaming?  
Whose broad stripes and bright stars thru’ the perilous fight,  
O’re the ramparts we watch’d were so gallantly streaming;  
And the rockets’ red glare, the bombs bursting in air,  
Gave proof thru’ the night that our Flag was still there.  
Oh, say, does that star spangled banner yet wave  
O’re the land of the free, and the home of the brave?

President: **Attention!**

**Brothers and Sisters, by dispensation of Divine Providence, we have been permitted to assemble again in this room and I trust that the business transacted here will be for our mutual pleasure and benefit. Remember the duty we owe one another and if we thus carry out daily the lessons and principles taught in this Auxiliary room, our country will be better that we have existed. Let all our actions be for the greater glory of our cause.**

President: **Officers, take your stations.**

Conductor/Conductress: **Color Bearers, right and left face, march!**

(See Floor Plan 5)

**The Conductor/Conductress, Chaplain and Patriotic Instructor about face, Color Bearers 1 and 3 left face, Color Bearers 2 and 4 right face and all moving at the same time. Color Bearers 1 and 2 march to a point even with their chairs and make a sharp turn toward their stations; Color Bearers 3 and 4 march to a point even with their chairs and make a sharp turn toward their stations; all remain standing in front of and facing their chairs. The Chaplain and Patriotic Instructor leave the Altar at the same time with the Conductor/Conductress proceeding toward the Senior Vice-President’s station, where the Patriotic Instructor takes one (1) additional step past the Chaplain, placing him/her on the Chaplain’s right. They left turn and after passing beyond Color Bearer 4, they left turn and proceed to their stations. When the Conductor/Conductress reaches a point beyond Color Bearer 3’s**
chair he/she makes a right turn and proceeds toward his/her station. When he/she is even with the Altar, he/she gives the command.

Conductor/Conductress: **Color Bearers, about face!**

*The Color Bearers place Flags immediately.*

Three (3) raps.

President: **I now declare this Auxiliary meeting open for the transaction of such business as may properly come before it.** Mister/Madam Guard, admit any member who may be in waiting.

2. **ESCORT AND INTRODUCTION OF NATIONAL AND/OR DEPARTMENT OFFICERS**

A. Escort through aisle of honor Commander-in-Chief or National President, alone, with Bible open.

B. Escort to the President’s station with the colors

C. The following to be escorted into meeting at the *same time* and presented in order as listed:

   - National Elected Officers
   - Past National Presidents
   - National District Council Members and National Appointed Officers
   - National Ambassadors and National Chairmen

**Department President** is to be escorted *first* and *alone* when making Official Visit.

Past Department Presidents, all visiting Department Presidents and Department Officers.

**District President** is to be escorted *first* and *alone* when making Official Visit as a representative of the Department President.
3. ROLL CALL OF AUXILIARIES (District/Council Council Only)

Items 4, 5 and 6 are for Auxiliary Order of Business only.

4. READING AND REFERRING OF APPLICATIONS FOR MEMBERSHIP

President: Mister/Madam Secretary, do we have any applications for membership?

Secretary: Mister/Madam President, we have (or don’t have).

Secretary reads names of applicants.

4a. REPORT OF INVESTIGATING COMMITTEE

President: We will now have the report of the investigating committee.

The committee will recommend election or rejection in accordance with Section 102 of the National Bylaws.

4b. VOTING ON CANDIDATES

Follow the procedure set forth in Section 103 of the National Bylaws.

President: If there is no objection, we will have a voice vote to accept this candidate.

President: Mister/Madam Secretary, you will notify the applicant (or applicants) to present him/herself (themselves) for initiation at the proper time.

4c. INITIATION (See page 70 for Member Initiation.)

5. PRESENTATION OF MINUTES AND OFFICIAL AND OTHER COMMUNICATIONS (Manner of presentation is by the vote of the Auxiliary.)
President: We will now have the presentation of the minutes of the previous meeting.

Are there any corrections?

If none — The minutes will stand approved as read.

If corrected — The minutes will stand approved as corrected.

President: We will now have the presentation of official and other communications by the Secretary.

9. TREASURER’S REPORT (Manner of presentation is by the vote of the Auxiliary.)

President: Mister/Madam Treasurer, please present the Treasurer’s Report.

The Treasurer gives the report of the previous meeting.

President: Is there any discussion pertaining to the Treasurer’s Report? If not, the Treasurer’s Report will be filed subject to audit.

10. PRESENTATION OF BILLS

Bills to be read by Secretary, then Conductor/Conductress takes bills to Trustees for approval.

11. INTRODUCTION OF GUESTS, WHO ARE NOT ESCORTED

A. Department Chairman of standing committees to be recognized from the floor.
   County Council President to be recognized from the floor.
B. County Council President to be recognized from the floor.
C. Other guests. (Any non-Auxiliary member guest shall not be allowed to enter the room until the Treasurer’s Report and Presentation have concluded.)

Add D: Introduce non-member guests.
All National Officers and Past National Presidents are to be seated to the immediate right of the presiding Officer.

At the time of the Official Visit of Department President, he/she shall be seated to the immediate right of the presiding Officer. His/her official representative shall be accorded the same courtesies.

All Department Officers are to be seated to the immediate left of the presiding Officer.

12. REPORTS OF COMMITTEES, STANDING AND SPECIAL

President: Reports of Committees, standing and special, is the next business in order.

Call on all committees, including Program Chairmen.

The Audit Report is called for after each quarterly audit and is the ONLY REPORT accepted by motion.

13. UNFINISHED BUSINESS

President: Next we will have Unfinished Business.

The Secretary should be prepared to remind the President of any unfinished business.

14. NEW BUSINESS

President: The next order of Business is New Business.

Under New Business—Draping of Charter, Election of Officers, etc.

Nominations and Elections of Officers are outlined on pages 34 to 40. Voting is clarified in Section 805 of the National Bylaws.
15. REPORT OF TRUSTEES

President: We will now have the Report of Trustees. (Motion is required for payment of bills.)

16. SUGGESTIONS FOR THE GOOD OF THE ORDER

President: Are there any Suggestions for the Good of the Organization?

Instructions by Patriotic Instructor; new members and guests should be invited to speak at this time.

17. CLOSING CEREMONIES

President: Is there anything further to come before this meeting? (Pause)

If not, this concludes our business. Officers, present yourselves at the Altar for the closing ceremonies.

Two (2) raps.

When directed to present themselves at the Altar, only the Color Bearers with the Colors, Conductor/Conductress and Chaplain advance to the Altar.

Conductor/Conductress: Color Bearers, Altar position.

The Chaplain pauses until Color Bearers have assumed Altar position as for opening prayer.

President: Parade rest!
CLOSING PRAYER

Chaplain: Heavenly Father, the hour has now come when we must separate; commit us to Thy tender mercy and care. We thank Thee for Thy many blessings and beg of Thee to preserve our Auxiliary. Help us to make it one of faithfulness, charity and true patriotism. May the grace, mercy, peace and blessing of God the Father be with each and every one of us. Amen.

All: Amen.

President: Attention!

Conductor/Conductress: Color Bearers, right and left face, forward march!

Color Bearers proceed to the rear of the Altar in line with Conductress. Color Bearers 1 and 3 turn right; Color Bearers 2 and 4 turn left; Color Bearers 1 and 3, left face and Color Bearers 2 and 4, right face—All Color Bearers will be facing the Senior Vice-President’s station.

Conductor/Conductress: About face.

The Chaplain closes the Bible.

The Chaplain takes one (1) step back into line with Officers.

President: We are about to leave this Auxiliary room. Let us endeavor to so regulate our conduct that it will bring honor to our organization. I now declare this meeting closed with the retiring of the Colors. The next meeting will be ______.

The date of the next meeting will be the cue for the Conductor/Conductress to give his/her command.

Conductor/Conductress: About face, march.
(See Floor Plan 6)

Color Bearers 3 and 4 lead, followed by Conductor/Conductress and Chaplain; then Color Bearers 1 and 2 double file, march toward the Senior Vice-President’s station where the Chaplain takes one (1) additional step past the Conductor/Conductress, putting him/her on the right side of the Conductor/Conductress. All turn left and proceed toward the Chaplain’s station, where he/she resumes his/her position. The Patriotic Instructor joins the Conductor/Conductress and all march to a position in front of the President's station.

Conductor/Conductress: Two’s (2), right.

The Patriotic Instructor steps forward, salutes the Flag. As he/she salutes, President gives command:

President: Salute!

The Patriotic Instructor takes the Flag from the stand, does an about face and proceeds to position at the right of the Conductor/Conductress, facing the President. When the Patriotic Instructor is in position, the Flag Bearer and Banner Bearer step forward from their stations. Flag Bearer salutes the Flag. The Flag Bearer and Banner Bearer secure the Flag and Banner from the stands at the same time. The Flag Bearer and Banner Bearer should turn and face each other; then, right and left face and advance to center of line towards each other, hesitating in front of Patriotic Instructor and Color Bearer 2. Flag Bearer steps in line facing Color Bearer 2 and Banner Bearer steps in line behind the Flag Bearer facing the Patriotic Instructor. Immediately, Flag Bearer does a left face and Banner Bearer does a right face, all facing the President’s station.

Conductor/Conductress: Two’s (2) left, march.

(The POW/MIA flag may remain in the room.)
All return to double file and march past the Junior Vice-President’s station to the door if on right side of room; if door is on left side of room, they march in front of Senior Vice-President’s station and out of room—without further orders.

The members shall hold the salute until the order is given to return to attention.

President: **Attention!**

As soon as the Colors are off the floor, the President will give one (1) rap to indicate adjournment.
CONTEMPORARY MEETING
(No floor work is done with this version.)

AUXILIARY ORDER OF BUSINESS

1. Opening Ceremonies
   President gives one (1) rap of gavel.

   President: We welcome all members and guests. All are reminded that only members of this Auxiliary may participate in discussion and voting.

   President: Mister/Madam Guard, please close the doors and allow no one to enter until the opening ceremonies have been concluded.

   Guard: Yes, Mister/Madam President.

   President: Mister Conductor/Madam Conductress (and Assistant Conductor/Conductress), satisfy yourself that all present are entitled to remain.
Two (2) raps.

_The Conductor/Conductress will examine each member’s dues card, assisted as directed by the President unless the Guard has already done so. Those found in possession of the official Auxiliary membership dues card for the current calendar year may be seated. Conductor/Conductress then advances to the altar._

Conductor/Conductress (and Assistant Conductor/Conductress): _Mister/Madam President, I find all, except those standing, in possession of the official membership dues card for the current calendar year._

_If Assistant Conductor/Conductress assists, Conductor/Conductress checks those to the President’s right; Assistant Conductor/Conductress checks those to the President’s left._

_President instructs Treasurer to determine the status of members standing. Those who have not paid their current dues will be required to pay said dues or leave the meeting room._

_President: Mister/Madam Secretary, please call the roll of the Officers._

_At the command of the President to call the roll, both Secretary and Conductor/Conductress rise. The Secretary calls the title and name of each Officer, who will rise and remain standing until all have been called. The Conductor/Conductress responds “present” or “absent.” President announces pro tem Officers._

_President: Officers, present yourselves at the Altar for the Opening Services._

Two (2) raps.

_At the command of the President, the Conductor/Conductress, Chaplain and Patriotic Instructor rise and advance to rear of Altar. Once in a straight line, the Chaplain takes one step forward, reverently opens the Bible and places it in the center of the Altar._

_President: Chaplain will now offer the opening prayer._
President: Parade Rest.

OPENING PRAYER

Chaplain: As we gather here today as members of the VFW Auxiliary, we pray that we are ever mindful of opportunities to render our services to veterans. Guide us in our deliberations that we may make sound decisions for our Auxiliary. Amen.

All: Amen.

Chaplain takes one (1) step back in line with Officers.

President: Attention!

Patriotic Instructor: Let us be ever mindful of our duties as members of the Veterans of Foreign Wars of the United States Auxiliary, to see that our Flag is never desecrated and to teach the people of our land what this means and to see that all are instructed in the pledge to the Flag.

President: You will salute and give pledge to the Flag.

All rise and face Patriotic Instructor’s Flag.

I PLEDGE ALLEGIANCE to the Flag of the United States of America and to the REPUBLIC for which it stands, (pause) one nation under GOD, (pause) INDIVISIBLE, (pause) with LIBERTY and JUSTICE FOR ALL. (Emphasis is given to the words in capital letters.)

(Optional) President: We will now sing the National Anthem, Salute!

Heart Salute or Military Salute (veterans) is used any time the National Anthem is played or sung.

Oh, say, can you see by the dawn’s early light, What so proudly we haled at the twilight’s last gleaming? Whose broad stripes and bright stars thru’ the perilous fight, O’er the ramparts we watch’d were so gallantly streaming;
And the rockets’ red glare, the bombs bursting in air,
Gave proof thru’ the night that our Flag was still there.
Oh, say, does that star spangled banner yet wave
O’re the land of the free, and the home of the brave?

President: Attention!

President: We have been permitted to assemble again in this room and I trust that the business transacted here will be for our mutual benefit. Remember the duty we owe one another and if we carry out daily the lessons and principles taught in this Auxiliary room, our country will be better that we have existed. Let all our actions bring honor to our cause.

President: Officers, please return to your stations.

The Conductor/Conductress, Chaplain and Patriotic Instructor about face and process to stations.

Three (3) raps.

President: I now declare this Auxiliary meeting open for the transaction of such business as may properly come before it. Mister/Madam Guard, admit any member who may be in waiting.

2. BRINGING IN AND INTRODUCTION OF GUESTS
AUXILIARY/DISTRICT/COUNTY COUNCIL

A. The Conductor/Conductress brings in the Commander-in-Chief or National President via the Aisle of Honor. (See page 5, Escorting Guests.)

2. BRINGING IN AND INTRODUCTION OF GUESTS
AUXILIARY/DISTRICT/COUNTY COUNCIL

A. The Conductor/Conductress brings in the Commander-in-Chief or National President

B. The following are to be brought in the same time and presented in order current

- National Elected Officers
- Past National Presidents
- National District Council Members and National Appointed Officers
- National Ambassadors and National Chairmen

Add: (The Aisle of Honor is to be used only for the current Commander-in-Chief or National President.)
**Department President** is to be brought in **first** and **alone** when making Official Visit.

Past Department Presidents, all visiting Department Presidents, and Department Officers. **District President** is to be brought in **first** and **alone** when making Official Visit as a representative of the Department President.

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3. **READING AND REFERRING OF APPLICATIONS FOR MEMBERSHIP**

President: **Mister/Madam Secretary,** do we have any applications for membership?

Secretary: **Mister/Madam President,** we have (or don’t have).

Secretary reads names of applicant(s).

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4. **REPORT OF INVESTIGATING COMMITTEE**

President: We will now have the report of the investigating committee.

The committee will recommend election or rejection in accordance with Section 102 of the National Bylaws.

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5. **VOTING ON CANDIDATES**

Follow the procedure set forth in Section 103 of the National Bylaws.

President: **If there is no objection,** we will have a voice vote to accept this candidate.

President: **Mister/Madam Secretary,** you will notify the applicant (or applicants) to present him/herself for initiation at the proper time.
6. INITIATION (Optional. See page 70 for Member Initiation.)

7. PRESENTATION OF MINUTES AND OFFICIAL AND OTHER COMMUNICATIONS (Manner of presentation is by the vote of the Auxiliary.)

President: We will now have the presentation of the minutes of the previous meeting.

Are there any corrections?

If none — The minutes will stand approved as read.

If corrected — The minutes will stand approved as corrected.

President: We will now have the presentation of official and other communications by the Secretary.

8. TREASURER’S REPORT (Manner of presentation is by the vote of the Auxiliary.)

President: Mister/Madam Treasurer please present the Treasurer’s Report.

The Treasurer gives the report of the previous meeting.

President: Is there any discussion pertaining to the Treasurer’s Report? If not, the Treasurer’s Report will be filed subject to audit.

9. PRESENTATION OF BILLS

President: We will now have the presentation of any bills.

Bills to be read by Secretary, then Conductor/Conductress takes bills to Trustees for approval.
10. INTRODUCTION OF GUESTS

A. Department Chairman of standing committees to be recognized from the floor.

B. County Council President to be recognized from the floor.

C. Other guests. (Any non-Auxiliary member guest shall not be allowed to enter the room until the Treasurer’s Report and Presentation of Bills has concluded.)

D. Introduce non-member guests.

All National Officers and Past National Presidents are to be seated to the immediate right of the presiding Officer.

At the time of the Official Visit of Department President, he/she shall be seated to the immediate right of the presiding Officer. His/her official representative shall be accorded the same courtesies.

11. REPORTS OF COMMITTEES

President: Reports of Committees, standing and special, is the next business in order.

Call on all committees, including Program Chairmen.

The Audit Report is called for after each quarterly audit and is the ONLY REPORT accepted by motion.

12. UNFINISHED BUSINESS

President: Next we will have Unfinished Business.

The Secretary should be prepared to remind the President of any Unfinished Business.

13. NEW BUSINESS

President: The next order of Business is New Business.
12. REPORT OF TRUSTEES

President: We will now have the Report of Trustees and action thereon. (Motion required.)

13. SUGGESTIONS FOR THE GOOD OF THE ORDER

President: Are there any Suggestions for the Good of the Organization?

Instructions by Patriotic Instructor; new members and guests should be invited to speak at this time.

14. CLOSING CEREMONIES

President: Is there anything further to come before this meeting? (Pause)

If not, this concludes our business. Officers, please present yourselves at the Altar for the closing ceremonies.

Two (2) raps.

When directed to present themselves at the Altar, the Conductor/Conductress and Chaplain advance to the Altar. When in line at altar, Chaplain takes one (1) step forward and then offers the closing prayer.

President: Parade rest!

CLOSING PRAYER

Chaplain: We are thankful to come together for the good of our veterans. We pray for strength to continue to strive to serve others. Please bless us in our work until we meet again. Amen.

All: Amen.

The Chaplain closes the Bible.
The Chaplain takes one (1) step back into line with the officers.

President: **Attention!**

President: I would like to remind us all of our purpose as an Auxiliary, which is to serve veterans and their families. Let each of us treat one another with respect and kindness at all times. I now declare this meeting closed. The next meeting will be________.

*President gives one (1) rap to indicate adjournment.*
ROUNDTABLE MEETING

(This meeting version includes no floor work or ritual, and is designed to use members’ time as efficiently as possible.)

At the wish of the Auxiliary, meetings may be conducted according to Robert's Rules of Order, Newly Revised, thus a Roundtable Meeting is held.

The following items must be included in the Roundtable Meeting:

• Checking Dues Cards
• Roll Call of Officers
• Opening Prayer
• Pledge
• Minutes
• Treasurer’s Report
• Old Business
• New Business
• Closing Prayer

Add: It is highly recommended that newly instituted Auxiliaries use either Traditional or Contemporary meetings for six (6) months until they become more familiar with the Ritual of the VFW Auxiliary.
ELECTIONS OF OFFICERS
AUXILIARIES/DISTRICTS/COUNTY COUNCILS

According to established precedent, the following is the procedure in the election of Auxiliary/District/County Councils Officers.

Offices to be elected:
- President
- Senior Vice-President
- Junior Vice-President
- Treasurer
- Chaplain
- Conductor/Conductress
- Guard
- Three-Year Trustee

President: The next business in order will be the election of Officers and while such election of Officers is in progress, no member may enter or leave the room during the election of any one Officer except for valid reasons; in which case, he/she shall not be permitted to re-enter the room until that one (1) Officer is elected. After members have voted and the ballot is declared closed, a member who has not voted is not permitted to vote.

All members in good standing are entitled to vote. No member can be compelled to vote.

Nominations may be made from the floor or the President’s station. Nominations do not have to be seconded.

If there are no objections, the Chair will close the nominations after calling for further nominations three (3) times, following the last nomination for that office.

Should you notice any discrepancies/errors, please call them to the attention of the Judge and Tellers immediately rather than waiting until the meeting is closed to contest an election. Once the meeting is closed and the Bylaws have been followed, the outcome of an election cannot be refuted. (See Robert's Rules of Order, Newly Revised.)
President: **In the event we may have two (2) or more candidates for any one office, I appoint _______ as Judge and _______ and _______ as Tellers.**

The Judge shall announce the number of members in the room entitled to vote, the number of votes cast, and the number of members not voting, and will give the majority vote at the conclusion of the counting.

**PROCEDURE WHEN THERE IS ONLY ONE (1) CANDIDATE FOR AN OFFICE**

President: **Nominations are now open for the office of _______.** (Someone nominates the candidate.)

President: **Are there any further nominations?**

One (1) rap.

**Are there any further nominations?**

One (1) rap.

**Are there any further nominations?**

One (1) rap.

After calling for further nominations three (3) times

President: **Hearing no further nominations, I hereby declare _______ elected by acclamation as _______ for the ensuing year.**

President: **Brother/Sister _______, do you accept this office?**

Officer-elect: **I do.** *(Words of gratitude and pledge of service may be given here by the Officer-elect, but should be very short.)*

President: **I herewith declare Brother/Sister _______ duly elected as _______ for the ensuing year.*
One (1) rap.

Repeat for each elected position listed at the start of this section.

PROCEDURE WHEN THERE ARE TWO (2) OR MORE CANDIDATES FOR AN OFFICE

President: Nominations are now open for the office of _______. (Someone nominates the candidates.)

President: Are there any further nominations?

One (1) rap.

Are there any further nominations?

One (1) rap.

Are there any further nominations?

One (1) rap.

After calling for further nominations three (3) times,

President: Hearing no further nominations, nominations for the office of _______ are closed.

One (1) rap.

President: Brother/Sister _______ and Brother/Sister _______ have been nominated for the office of _______. (Add other names as necessary.)

President: Mister Conductor/Madam Conductress, please pass out the ballots.

President: Once you have completed your ballot, you may deposit your ballot in the ballot box at the Tellers’ table.
President: **Mister Conductor/Madam Conductress**, please to pass the ballot box to each member so that they may put their ballot in the box. Then please place the ballot box on the Tellers’ table.

*After all have cast their ballot.*

President: **I declare the balloting closed for the office of _______.** The Judge and Tellers shall proceed with counting the ballots.

*Following the counting of the ballots.*

Judge: As a courtesy to our candidates, please refrain from applause when the results are announced. You may applaud the remarks made by all candidates after they address the delegation:

“We find _______ votes for _______ and _______ votes for _______. By your majority vote, you have elected candidate _______.” *(Add more names as necessary.)*

President: **Brother/Sister ________,** do you accept this election?

Officer-elect: **I do.** *(Words of gratitude and pledge of service may be given here by the Officer-elect, but should be very short.)*

President: **I herewith declare Brother/Sister ________ duly elected as ________ for the ensuring year.**

Repeat for each elected position listed at the start of this section.

*See page 38 in the case of District Elections--By Ballot or Roll Call of Auxiliaries and District Officers.*
DISTRICT ELECTIONS
BALLOT VOTE BY AUXILIARY

(See the format under Auxiliary Election of Officers.)

DISTRICT ELECTIONS
ROLL CALL VOTE BY AUXILIARY

On a roll call vote, the Chairman of the Credentials Committee calls the roll of registered Delegates, giving the delegate strength in Auxiliary numerical order followed by those who have his/her own individual vote—in accordance with Section 503.

The Auxiliary number is called.

_In accordance with Section 805—Voting, “In the President’s absence, the Senior Vice-President, or in their absence, the Junior Vice-President, shall be vested and directed to cast the entire voting strength subject to the will of the delegation present at the convention. Any of the three may cast the President’s vote. If all are absent, the vote shall be taken by roll call of the Auxiliaries within the District and the President’s vote is lost.”_

The President (see above) gives the number of votes for each candidate, which shall add up to the delegate strength given by the Chairman of Credentials. The Chairman of Credentials repeats the numbers given for the Judge and Tellers. Once the roll call of Auxiliaries is completed, the Chairman of Credentials moves on to those with individual vote, repeating the individual vote for the Judge and Tellers.

After all have cast their ballots/votes.

President: _I declare the balloting/voting closed for the office of Auxiliary/District President. The Judge and Tellers shall proceed with counting the ballots/votes._

One (1) rap.
Judge and Tellers count and determine the majority based on the Credentials Report and then the Judge announces.

Judge: As a courtesy to our candidates, please refrain from applause when the results are announced. You may applaud the remarks made by all candidates after they address the delegation:

“We find _______ votes for _______ and _______ votes for _______. By your majority vote, you have elected candidate _______."

President: Brother/Sister ________, do you accept this election?

Officer-elect: I do. (Words of gratitude and pledge of service may be given here by the Officer-elect, but should be very short.)

President: I herewith declare Brother/Sister ________ duly elected as ________ for the ensuing year.

One (1) rap.

President: Judge and Tellers, you are dismissed. Thank you for your service.

President: (Auxiliary) Newly elected Officers, you will be installed at our next regular (or special) meeting on ________.

At the meeting where Installation will take place, see page 41 for Installation of Officers - Auxiliaries/Districts/County Councils.

President: (Auxiliary) Is there any other new business?

Is there anything further to come before this meeting?

If not, Officers present yourselves at the Altar for the closing ceremonies.
or

President: (District) Newly elected Officers, we will take a _______ minute break after which, the Officers will be installed.

See page 41 for Installation of Officers - Auxiliaries/Districts/County Councils.
INSTALLATIONS OF OFFICERS AUXILIARIES/DISTRICTS/COUNTY COUNCILS

(The following Diagram is the lineup of Officers for the Installation.)

Front of Meeting Room
President’s Station
ALTAR
President
Jr. Vice Sr. Vice
Secretary Treasurer
Conductor/Conductress Chaplain
Guard 3 yr. Trustee
Historian Pat. Inst.
C.B. #1 C. B. #2
C. B. #3 C. B. #4
Flag Bearer Banner Bearer
Musician Soloist
Asst. Guard Asst. Conductor/Conductress
Asst. Musician Asst. Soloist

President: The Installing Officer is present for the purpose of installing Officers of this Auxiliary.

Mister Conductor/Madam Conductress, escort the Installing Officer to this station.

Two (2) raps.

President: I have the honor of presenting Brother/Sister ________, who has been chosen to install the Officers of this Auxiliary. As a member of the Veterans of Foreign Wars of the United States Auxiliary, we extend to you a cordial welcome. I have the honor to turn over to you the command of this Auxiliary.

Three (3) raps.
Installing Officer will then take President’s station, the President stepping to the left.

Installing Officer: Ladies and gentlemen, the purpose of my visit being fully understood we will proceed at once with our duties.

Mister/Madam Secretary, you will read the warrant authorizing me to install the Officers of ________ Auxiliary to Post No. ________.

Installing Officer: Mister/Madam President, have all Officers been elected or appointed for the ensuing year?

President: They have.

Installing Officer: Have all dues for this Auxiliary been duly forwarded as required?

President: They have.

Installing Officer: Mister/Madam President, have the books of the Secretary and Treasurer been audited and a report made of same?

President: They have.

Installing Officer: Mister/Madam President, has the office of Treasurer been bonded?

President: It has.

Installing Officer: Mister/Madam Secretary you will read the names of the Officers for the ensuing year commencing with the President. As your name is called, you will please rise. Chairmen are not to be installed.

Installing Officer: Mister Conductor/Madam Conductress (and Assistant Conductor/Conductress), you will escort the Officers to the Altar.
If any of the retiring Officers are among those to be installed, they will vacate their stations. These stations need NOT be filled as long as Officers are in the room. When all Officers are in position at the Altar, Installing Officer will give two (2) raps, then proceed directly between Color Bearers 1 and 2 to position in front of the Altar.

Conductor/Conductress: Mister/Madam Installing Officer, all Officers are in position to receive the obligation.

Installing Officer: Mister/Madam President-Elect before administering to you the obligation, it will be necessary to remind you of some of the duties of your office and to ask you to promise to perform the same to the best of your ability. It shall be your duty:

To have charge of the charter and other property of the Auxiliary; keep them safely and at the end of your term of office, deliver them either to your successor, the National President or his/her representative;

To have general supervision over the Officers of this Auxiliary with a view to the faithful performance of their duties;

To exact obedience to the Bylaws of the National Auxiliary;

To pay due respect to the National and Department Officers or their representatives;

To be firm in the discharge of your duties, but strive to promote harmony in the meetings and advance the interests of our organization by being kind and courteous to all our members.

Are you willing to promise on your word of honor to perform these duties faithfully?
President-Elect: I am.

Installing Officer: Officers, you have been chosen to fill important offices in your Auxiliary. It is necessary that the duties of your position be intelligently and faithfully discharged. Are you willing to assume the duties of the office to which you have been chosen, and do you promise to perform the same to the best of your ability?

Officers-Elect: I do.

Installing Officer: You will raise your right hand and repeat after me, the Officers’ obligation:

In the presence of the members— of this organization here assembled— I do solemnly promise— on my sacred honor— to perform faithfully, strictly and impartially— all the duties of the office— upon which I am about to enter. I will at the end of my term of office— or sooner if so ordered by proper authority— surrender immediately to only duly authorized person or persons— all records, money or other properties of this organization— in my possession or under my control. I do so promise.

Let us pray:

Dear God, may we feel Thy nearness as we bow our heads and ask Thy blessing upon those who have assumed office in this great organization. Make them conscious of the responsibilities they have assumed. Give them courage, strength and a will to forego personal ambitions and strive only to serve others. Guide and direct our hearts and minds so that we may better serve Thee and the Veterans of Foreign Wars. Amen.

Installing Officer returns to his/her station.

Three (3) raps.
Installing Officer: **Mister Conductor/Madam Conductress**, you will escort the President to this station.

**Mister Conductor/Madam Conductor/Conductress** and **Assistant Conductor/Conductress**, you will escort the Officers to their respective stations. Officers remain standing until your charge is given.

**Conductor/Conductress**: **Mister/Madam Installing Officer**, the Officers are at their respective stations.

Installing Officer: **Thank you, Mister Conductor/Madam Conductor/Conductress** and **Assistant Conductor/Conductress**. You are dismissed.

(Optional) **Installing Officer**: I will dispense with the reading of the Officers' Duties and proceed directly to the Duties of the President. Officers you will acquaint yourself with your duties.

Install President—It shall be your duty to assist the President and Senior Vice-President in the discharge of their duties and in the absence of both, to preside over the meeting.

**Mister/Madam Junior Vice-President**—It shall be your duty to assist the President and Senior Vice-President in the discharge of their duties and in the absence of both, to preside over the meeting.

**Mister/Madam Secretary**—In appointing you as Secretary of this Auxiliary, the President has shown that he/she has confidence in your ability to assist him/her. You shall keep a true record of the proceedings of this Auxiliary and attend to all matters of correspondence under the direction of the President. You shall perform such other duties as the Bylaws may require.

**Mister/Madam Treasurer**—It shall be your duty to be sole custodian of all funds and securities belonging to the Auxiliary. You shall keep a record of each member and notify promptly all members in arrears. You shall give receipts for all money received and shall pay out money approved at stated meetings. You shall render at each meeting an itemized statement of receipts and expenditures, and perform such other duties as the Bylaws require.
Mister/Madam Chaplain—The sacred duties of your office are in themselves a solemn obligation. You shall obligate new members and perform such other duties as the Ritual directs, and by your own life and conduct, prove a bright example to your Brothers and Sisters.

Mister Conductor/Madam Conductress—It shall be your duty at the opening of each meeting to see that all those present are entitled to remain; assist in the floor work ceremonies and at initiation. As the first impression on a stranger is made by you, you should be familiar with all our workings so that the impression may be a good one.

Mister/Madam Guard—You shall guard the doors, and by your watchfulness, see that only those eligible enter.

Mister/Madam Trustees—It shall be your duty to audit the books and records of the Secretary and perform such other duties as may be necessary.

Mister/Madam Color Bearers, Flag Bearer and Banner Bearer—It shall be your duty to take care of the Colors and Banner at the Auxiliary meetings and perform such other duties as the President directs.

Mister/Madam Historian—It shall be your duty to keep a written record of the history of your Auxiliary. A pictorial record may be kept for the Auxiliary President.

Mister/Madam Patriotic Instructor—You have been appointed to this high office to teach patriotism and good citizenship to the people of our country; to assist in the floor work ceremonies and perform such other duties as the Ritual may require.

Mister/Madam Musician—Yours is an important office. It shall be your duty to be present at every meeting before the meeting is called to order, so that you may assist the President in opening the meeting; in conducting the initiation work and in closing the meeting. Your prompt attendance will be appreciated by the President and Auxiliary members.
Mister/Madam Soloist—It shall be your duty to lead the members in the National Anthem, the songs for the Draping of the Charter and the Memorial Services.

Mister/Madam President—You have been elected to the highest office in this Auxiliary and many responsibilities will rest on you, but the fact that you have been elected by the members of the Auxiliary indicates they have confidence in your ability and integrity, and they feel assured, you will strictly and impartially discharge all the duties incumbent upon you. As President, it shall be your duty:

To preside at all meetings; to appoint all Officers and Committees not otherwise provided for and to see that the Officers of this Auxiliary perform their respective duties in a proper manner.

I now present you with this gavel, your emblem of authority, use it firmly, but with discretion and remember the President is expected to set a good example. The success of this Auxiliary for the coming year depends in a great measure upon your wise conduct of its affairs.

Brothers and Sisters, I now present to you the Officers of your choice. I counsel you to aid them in the performance of their duties and with your help, this term of office will be successful. I commend all to cherish the principles upon which this organization was founded and with the Officers you have chosen, I trust these principles will be carried out. I wish to extend the best wishes of the National and Department Officers for the success of ________ Auxiliary. By the power vested in me, I now declare the Officers of ________ Auxiliary duly installed for the term to which they have been elected or appointed.

One (1) rap.

(Resume installation here, if Other Officer Duties were omitted)
DEPARTMENT MEETINGS AND OFFICER INSTALLATION
SUGGESTED AGENDA FOR A COUNCIL OF ADMINISTRATION MEETING

Recommended: Verify member has current membership card when entering room.

1. Call to Order  
   (One (1) rap.)  
   President

2. Roll Call  
   Secretary

3. Opening Prayer  
   Chaplain

4. Pledge of Allegiance

5. Reading of Minutes  
   (May be printed and accepted as printed or corrected.)

6. Official Communications

7. Introduction of New Council Members  
   (District Presidents—First meeting after convention)


9. Budget Chairman’s Report

10. Audit Committee’s Report

11. Unfinished Business  
    (Secretary advises President from previous minutes.)

12. New Business  
    (Ask Guests to speak)

13. Announcements  
    Secretary

14. Closing Remarks  
    President

15. Closing Prayer  
    Chaplain
SUGGESTED DEPARTMENT CONVENTION
ORDER OF BUSINESS

Recommended: Verify member has current membership card when entering room.

1. Opening of Convention
2. Roll Call of Officers
   (On roll call at the opening session of the Department Convention, each Officer, as his/her name is called, shall rise and remain standing until the roll call is completed.)
3. Ritualistic Opening
4. Escort of National Representative and Others as per page 26.
5. Reading of Minutes of Previous Convention
   (May be printed and accepted as printed or corrected.)
6. Announcement of Committees
7. Report of Convention Rules Committee
8. Report of Officers, beginning with that of President
   (May be part of printed Officers’ reports and not read on the floor.)
   a. Financial Report to be printed in its entirety.
9. Official Communications
10. Resolutions Committee
11. Program Awards
12. Draping of Charter and Memorial Service
13. New Business
   a. Reports of Convention Committees
   b. Credentials Committee Report
   c. Nomination and Election of Officers
14. Installation of Officers
15. Presentation of Past Department President’s Jewel
16. Closing Ceremonies
DEPARTMENT CONVENTION

ESCORT OF GUESTS

1. Commander-in-Chief or National President alone through the Aisle of Honor.

2. National Representative
   A representative of the National President shall be escorted alone to the platform, not through the Aisle of Honor, and introduced in the same order of precedence as the National President and seated to the immediate right of the presiding Officer.

3. The following to be escorted into meeting at the same time and presented in order listed:
   • National Elected Officers
   • Past National Presidents
   • National District Council Members and National Appointed Officers
   • National Ambassadors and National Chairmen
   • Past Department Presidents and all visiting Department Presidents and Department Officers

4. Department Commander—alone, and Department President—alone, when returning from visiting VFW meeting.
DEPARTMENT ELECTIONS OF OFFICERS

Nominations may be made on day one and concluded on the final day of a Department Convention. The President would call for nominations twice on day one and once on the final day if this method is selected. Below you will find a script for use when there is only one (1) candidate for an office as well as a script for use when there are two (2) or more candidates for the same office.

Offices to be elected:
- Department President
- Department Senior Vice-President
- Department Junior Vice-President
- Department Treasurer
- Department Chaplain
- Department Conductor/Conductress
- Department Guard
- National District Council Member (Only when it is the Department’s turn as directed by the National Bylaws, Section 804E.)

INSTRUCTIONS PRIOR TO OPENING THE NOMINATIONS

President: The next business in order will be the election of Officers and while such election of Officers is in progress, no member may enter or leave the room during the election of any one Officer except for valid reasons; in which case, he/she shall not be permitted to re-enter the room until that one Officer is elected. Also, after members have voted and the ballot is declared closed, a member who has not voted is not permitted to vote.

All members in good standing are entitled to vote. No member can be compelled to vote.

Nominations may be made from the floor or the President’s station. Nominations do not have to be seconded.

If there are no objections, the Chair will close the nominations after calling for further nominations three (3) times, following the last nomination for that office.
President: In the event we may have two (2) or more candidates for any one office, I appoint _______ as Judge and _______ and _______ as Tellers.

The Judge shall announce the number of members in the room entitled to vote, the number of votes cast, and the number of members not voting, and will give the majority vote at the conclusion of the counting.

President: Nominations are now open for the office of _______. (Someone nominates the candidate.)

The name of _______ has been placed in nomination for ________.

or

The names of _______ and _______ have been placed in nomination for ________.

Are there any further nominations?

One (1) rap.

Are there any further nominations?

One (1) rap.

Pause.

At the discretion of the presiding President, nominations may be made on one day and concluded another day, or nominations may be made and elections held on the same day.

Nominations will remain open until tomorrow.

One (1) rap.

Repeat for each of the positions listed at the start of this section.

Following nominations, the President would resume the order of business for the remainder of that session or following announcements by the Department Secretary, adjourn the meeting to resume at ________ a.m. tomorrow.
FINAL ELECTION OF OFFICERS

President: The names of _______ and _______ have been placed in nomination for _______.

Are there any other nominations?

Should there be a nomination, the President would then call for nominations three (3) times.

President: Are there any further nominations?

One (1) rap.

Are there any further nominations?

One (1) rap.

If only one (1) nomination, proceed.

President: Hearing no further nominations, I hereby declare _______ elected by acclamation as _______ for the ensuing year. Brother/Sister _______ do you accept this office?

Officer-elect: I do. (Words of gratitude and pledge of service may be given here by the Officer-elect, but should be very short.)

President: I herewith declare Brother/Sister _______ duly elected as Department President for the ensuing year.

One (1) rap.

Repeat for each elected position listed at the start of this section.
ELECTION PROCEDURE,
TWO (2) OR MORE CANDIDATES

Department elections may be conducted by roll call of Districts or Auxiliaries.

President: While such election of Officers is in progress, no member may enter or leave the room during the election of any one Officer except for valid reasons; in which case, he/she shall not be permitted to re-enter the room until that one (1) Officer is elected. Also, after members have voted and the ballot declared closed, a member who has not voted is not permitted to vote.

It is most important that any discrepancies/errors, etc. in the election of any one Officer be immediately brought to the attention of the Credentials Chairman and before the election of the next Officer so that discrepancies/errors may be rectified at that point in time rather than waiting until the convention has closed to contest an election. Once the convention is closed and the Bylaws have been followed, the outcome of an election cannot be refuted. (See Robert's Rules of Order, Newly Revised.)

I have appointed _______ as Judge and ______ and ______ as Tellers.

In accordance with Section 805, Voting,”In the President’s absence, the Senior Vice-President, or in his/her absence, the Junior Vice-President, shall be vested and directed to cast the entire voting strength subject to the will of the delegation present at the convention. (Any of the three (3) may cast the President’s vote.) If all are absent, the vote shall be taken by roll call of the Auxiliaries within the Department and, the President’s vote is lost.”

After the District/Auxiliary President has a report from the Credentials Chairman and has polled the Delegates/Auxiliaries present (if voting by Districts), the District President/Auxiliary (see above) gives the number of votes for each candidate (which shall add up to the delegate strength given by the Credentials Chairman.)
The Credentials Chairman repeats the numbers given for the Judge and Tellers.

The Credentials Chairman will conduct a roll call vote. *(Suggested order of voting is by Districts or Auxiliaries, followed by those with individual vote, and finally by Department Officers in reverse order-meaning the Department President is the last name called provided he/she is voting as the Department President and not as a Delegate.)*

*After the last name is called and his/her vote given.*

President: **I declare this election closed.**

One (1) rap.

*Judge and Tellers count and determine the majority based on the Credentials Report and then the Judge announces.*

Judge: **As a courtesy to our candidates, please refrain from applause when the results are announced. You may applaud the remarks made by all candidates after they address the delegation:**

“We find ______ votes for ________ and ________ votes for ________. By your majority vote, you have elected candidate ________.”

President: **Brother/Sister ________, do you accept this election?**

Officer-elect: **I do. (Words of gratitude and pledge of service may be given here by the Officer-elect, but should be very short.)**

President: **I herewith declare Brother/Sister ________ duly elected as ________ for the ensuing year.**

Repeat for each elected position listed at the start of this section.
One (1) rap.

*After all Officers have been elected,*

**President:** This concludes our election of Officers for 20___-20____.

One (1) rap.

**President:** *Judge and Tellers, you are dismissed. Thank you for your service.*

The Department President continues according to the customary practice of his/her Department. In accordance with Section 806D of the National Bylaws, the President-elect selects the Installing Officers and any other customary positions.

- A short break may be allowed to set up for Installation, etc., with Installation following.
- After Installation of Officers for the ensuing year and such things as an acceptance speech by the incoming Department President, pinning of the incoming Department President’s pin and presentation of the outgoing Department President’s Past President’s pin, etc., the current year’s offices conduct the Closing Ceremonies.
- If the Installation of Officers is to follow after the Closing Ceremony has been concluded, permission of the National President is needed.

**President:** *Is there anything further to come before this meeting?*
INSTALLATION OF DEPARTMENT OFFICERS

Department President: The Installing Officer is present for the purpose of installing the Officers of this Department.

Mister Conductor/Madam Conductress, you will escort the Installing Officer to this station.

Two (2) raps.

Department President: I have the honor of presenting Brother/Sister _______, who has been chosen to install the Officers of this Department. As a member of the Veterans of Foreign Wars of the United States Auxiliary, we extend to you, a cordial welcome. I have the honor to turn over to you, the command of this Department.

Three (3) raps.

Installing Officer takes position of presiding Officer; the presiding Officer steps to the left.

Installing Officer: The purpose of my presence here being fully understood we will proceed at once with our duties.

Mister/Madam Department President, have all the Officers been elected or appointed for the ensuing year?

Department President: They have.

Installing Officer: Mister/Madam Department President, have the books of the Department Treasurer been audited and a report made of same?

Department President: They have.

Installing Officer: Mister/Madam Department President is the office of Department Treasurer bonded?
Department President: It is.

Installing Officer: Mister/Madam Department Secretary you will read the names of the Officers for the ensuing year commencing with the Department President. (This includes the immediate Past Department President as a member of the Council of Administration.) As your names are read, you will please rise.

Mister/Madam Installing Conductor/Conductress and Assistant Conductor/Conductress, you will escort the Officers to the Altar.

(See Diagram, page 62)

Installing Conductor/Conductress: Mister/Madam Installing Officer all Officers are in position to receive the obligation.

After Officers are in position, Installing Officer may take position in front of the Altar or may remain at podium.

Installing Officer: Department Officers, you have been chosen to fill important offices in this Department and it is necessary that the duties of your office be intelligently and faithfully discharged. Are you willing to assume the duties of the office to which you have been chosen and do you promise to perform the same to the best of your ability?

Department Officers: I do.

Installing Officer: You will raise your right hand and repeat after me, the Officers’ obligation:

Two (2) raps.
Installing Officer: **In the presence of the members — of this organization here assembled — I do solemnly promise — on my sacred honor — to perform faithfully, strictly and impartially — all the duties of the office — upon which I am about to enter — I will at the end of my term of office — or sooner if so ordered by proper authority — surrender immediately — to only duly authorized person or persons — all records, money or other properties of this organization — in my possession or under my control. I do so promise.**

Let us pray.

Dear God, may we feel Thy nearness, as we bow our heads and ask Thy blessing upon those who have assumed office in this great organization. Make them conscious of the responsibilities they have assumed. Give them courage, strength and a will to forego personal ambitions and strive only to serve others. Guide and direct our hearts and minds so that we may better serve Thee and the Veterans of Foreign Wars. Amen.

*If the Installing Officer is at the Altar, he/she will return to his/her station.*

Three (3) raps.

Installing Officer: **Mister/Madam Installing Conductor/Conductress you will escort the President to this station.**

**Mister/Madam Installing Conductor/Conductress and Assistant Conductor/Conductress, you will escort the Officers to their respective stations beginning with the Senior Vice-President and Junior Vice-President. All newly installed Officers will remain standing.**

be seated.

Installing Conductor/Conductress: **Mister/Madam Installing Officer the Officers are at their respective stations.**
Installing Officer: Thank you, Mister/Madam Installing Conductor/Conductress and Assistant Conductor/Conductress. Please return to your stations.

Installing Officer: Mister/Madam President you have been elected to the highest office in this Department. Many responsibilities will rest on you. It shall be your duty to have charge of the Charter and other properties of this Department.

To exact obedience to the laws of the National Organization and the Bylaws of this Department.

To pay due respect to all National and Department Officers.

As Department President, it shall be your duty to preside at all sessions of the Convention; to appoint all Officers and Committees not otherwise provided for.

To have general supervision over the Officers of this Department and to see that the Officers perform their respective duties in a proper manner.

To be firm in the discharge of your duties, but strive to promote harmony in the organization and advance its interests by being kind and courteous to all Officers and members.

The Bylaws and Ritual of our organization prescribe in detail the duties of your office. By virtue of your election we are confident that you will acquaint yourself thoroughly with your duties.

Learn well the responsibilities entrusted to you that you may intelligently discharge your duties.

Are you ready to assume your obligation?

President: I am.
Installing Officer: I now present you with this gavel, your emblem of authority, use it firmly but with discretion, and remember the President is expected to set a good example. The success of this Department for the coming year depends in a great measure upon your wise conduct of its affairs. Brothers and Sisters of the Auxiliary, I now present to you the Officers of your choice. Aid them in the performance of their duties and with the Officers you have chosen, this term of office will be highly successful. I wish to extend the best wishes of the National Organization for the success of the Department of ________, Veterans of Foreign Wars of the United States Auxiliary. I now declare the Officers duly installed for the term to which they have been elected or appointed and this Department in good working order.

One (1) rap.

Front of Meeting Room
President’s Station
ALTAR
President
Jr. Vice Sr. Vice
Secretary Treasurer
Conductor/Conductress Chaplain
Guard Chief of Staff
Jr. Past D.P. Dist. Pres. 1
Dist. Pres. 2 Dist. Pres. 3
Dist. Pres. 4 Dist. Pres. 5
Dist. Pres. 6 Dist. Pres. 7
Historian Patriotic Inst.
C.B. #1 C.B. #2
C.B. #3 C.B. #4
Flag Bearer Banner Bearer
Musician Soloist
Asst. Guard Asst. Conductor/Conductress
Asst. Musician Asst. Soloist

(Deputy Chief(s) of Staff may be installed on Department Level)
INSTALLATION OF NATIONAL OFFICERS
INSTALLATION OF NATIONAL OFFICERS

National President:  The Installing Officer detailed by the Commander-in-Chief to install the National Officers is present. Mister/Madam National Conductor/Conductress, you will escort the Installing Officer to this station.

Two (2) raps.

National President:  I have the honor of presenting __________, who has been chosen to install the National Officers. As a member of the Veterans of Foreign Wars of the United States, we extend to you, a cordial welcome. I have the honor to turn over to you, the command of this organization.

Installing Officer takes position of presiding Officer; the National President steps to the left.

Three (3) raps.

Installing Officer:  The purpose of my presence here being fully understood, we will proceed at once with our duties.

By authority of the Commander-in-Chief, I am deputized to install the National Officers of the Veterans of Foreign Wars of the United States Auxiliary.

Installing Officer:  Mister/Madam National President, have all the Officers been duly elected or appointed for the ensuing year?

National President:  They have.

Installing Officer:  Have the Bylaws been complied with?

National President:  They have.

Installing Officer:  Mister/Madam President, have the books of the National Treasurer been audited and a report made of same?
National President: They have.

Installing Officer: Mister/Madam National Secretary you will read the names of the Officers for the ensuing year. (This includes the immediate Past National President and new members of the Council.) As the names are read, the Installing Team will escort them to their places at the rear of the Altar.

Installing Officer stays at the podium for use of microphone President-Elect is installed later. He/she, however, takes the National Officers’ oath at the Altar.

Installing Officer: National Officers you have been chosen to fill important offices in the organization and it is necessary that the duties of your position be intelligently and faithfully discharged. Are you willing to assume the duties of the office to which you have been chosen and do you promise to perform the same to the best of your ability?

National Officers: I do.

Two (2) raps.

Installing Officer: You will raise your right hand and repeat after me, the Officers’ obligation:

In presence of the members—of this organization here assembled—I do solemnly promise on my sacred honor—to perform faithfully, strictly and impartially—all the duties of the office—upon which I am about to enter. I will at the end of my term of office—or sooner if so ordered by proper authority—surrender immediately to only duly authorized person or persons—all records—money or other properties of this organization—in my possession or under my control. I do so promise.

Let us pray.
Dear God, may we feel Thy nearness as we bow our heads and ask Thy blessing upon those who have assumed office in this great organization. Make them conscious of the responsibilities they have assumed. Give them courage, strength and a will to forego personal ambitions and strive only to serve others. Guide and direct their hearts and minds so that they may better serve Thee and the Veterans of Foreign Wars Auxiliary. Amen.

Three (3) raps.

Installing Officer: The Installing Team will escort the President to this station.

Installing Officer: The Installing Team will escort the Officers to their respective stations. Officers will be seated.

Installing Officer: Mister/Madam President you have been elected to the highest office in this organization and many responsibilities will rest on you, but the fact that you have been elected by this convention indicates that they have confidence in your ability and integrity and they feel assured you will strictly and impartially discharge all duties incumbent upon you. As National President, it shall be your duty:

To appoint all Officers and Committees not otherwise provided for, and to see that the Officers of this organization perform their respective duties in a proper manner.

As President, you will be regarded by your Brothers and Sisters and by the general public as a wise and vigorous leader of the Veterans of Foreign Wars of the United States Auxiliary. May all your efforts bring credit to your administration and to our organization. You will be required to devote all necessary time to the many duties of your office. You are expected to make a special study of the National Bylaws and Ritual of this organization so that you may render firm and impartial decisions on important questions referred to you.
To be firm in the discharge of your duties, but strive to promote harmony by being kind and courteous to all Officers and members. National President __________, are you willing and ready to assume your solemn obligation?

National President: I am.

Two (2) raps.

Installing Officer: You will raise your right hand, give your name as I touch your hand and repeat after me:

President’s Obligation: In the presence of Almighty God—the Officers and Delegates of this organization here assembled—I, __________, do hereby solemnly promise—that I will faithfully discharge to the best of my ability—the duties of the office of National President—of the Veterans of Foreign Wars of the United States Auxiliary—to which I have been elected in accordance with the National Bylaws and Ritual. I solemnly promise—that I will be fair and impartial—in my actions toward all Brothers and Sisters—I will strive to promote the best interest of the Veterans of Foreign Wars of the United States Auxiliary—So help me God.

Three (3) raps.

Installing Officer: I now present you with this gavel, your emblem of authority; use it firmly but with discretion, and remember the President is expected to set a good example. The success of this organization for the ensuing year depends in a great measure upon your wise conduct of its affairs. The Officers will please rise.

Brothers and Sisters of the Auxiliary, I now present to you the Officers of your choice and commend all to cherish the principles upon which this organization was founded.

With the Officers you have chosen, I trust these principles will be carried out.
Mister/Madam National President, National Officers and Delegates, by virtue of the power vested in me, I declare the National Officers of the Veterans of Foreign Wars of the United States Auxiliary, duly installed for the term to which they have been elected or appointed, and this organization in working order for the ensuing year.

One (1) rap.
SPECIAL CEREMONIES
MEMBER INITIATION

(It is strongly recommended that this part of the ritual is done.)

President: Mister/Madam Guard, are there any candidates to be admitted?

Guard: Yes, Mister/Madam President, we have (give name(s) of candidate(s)).

President: Mister/Madam Secretary, have the candidate(s) been duly proposed and elected?

Secretary: They have.

President: Mister/Madam Treasurer, have all dues been paid?

Treasurer: They have.

President: Mister Conductor/Madam Conductress, retire with the colors and escort the candidate (or candidates) into the room.

Two (2) raps.

Guard: Mister/Madam President, the Conductor/Conductress with the candidate (or candidates).

President: You will admit them.

(See Floor Plan 7)

When the Guard opens the door, Color Bearers 1 and 2 lead, followed by the Conductor/Conductress and candidate(s) and Color Bearers 3 and 4, marching double file to position in front of Senior Vice-President’s station, turn and advance to the rear of the Altar. Upon reaching the Altar, Color Bearers 1 and 2 separate, left and right. The Conductor/Conductress and candidate(s) take position in rear of the Altar with the Conductor/Conductress to the left of the candidate(s). Color Bearers 3 and 4 then step to position beside Color Bearers 1 and 2, all facing the President.
Conductor/Conductress: **Mister/Madam President,**
I present (name of candidate(s)), who has been voted into membership in this Auxiliary and now awaits your instructions.

President: **We, the members of the Veterans of Foreign Wars Auxiliary** have formed ourselves into a permanent organization for the relief of those who fought in defense of our country and those depending upon them, who may need our aid. Each member is expected to respond to any call for relief or assistance of any member of the Auxiliary or any member of the Post who may be in need. We also endeavor to educate in patriotism, the people of our land. You are to be received into this Auxiliary with equal rights of all other members and you are expected to assume equal responsibilities. Understanding this much of the purpose of our organization, are you ready to take the obligation?

Candidate: **I am.**

President: **I now commend you to the care of the Chaplain who will administer to you the obligation of our organization. Color Bearers, Altar position.**

The Color Bearers assume Altar position at the command of the President (the same as for opening prayer) and remain in this position during the obligation and prayer.

The Chaplain advances directly from his/her station to a position in front of the Altar facing the candidate(s) to administer the obligation. He/she shall raise his/her right hand also while giving the obligation. The President may ask the members to join in with the candidate(s) in taking the obligation.

Chaplain: **You will raise your right hand, using your name where I use mine and repeat after me:**
MEMBER OBLIGATION

Candidate: In the presence of Almighty God— and the members of this organization here assembled— I, __________, do of my own free will and accord—, solemnly promise—that I will never wrong or defraud this organization— nor a member thereof— nor permit either to be wronged— if in my power to prevent it.

I will never propose for membership— any person not eligible—according to our Bylaws.

I further state that I believe in God. I will be faithful to the United States of America—obedient to the laws— and loyal to the Flag.

Should my membership with this organization cease in any way— I will consider this obligation—as binding outside of the organization— as though I had remained a member— I do so promise.

President: Parade Rest!

Chaplain: Dear God, we ask Thy blessing upon these Brothers and Sisters, who have now become members. May our ties foster among us an enduring friendship and loyalty, and grant that henceforth they may be spared for a useful life to the honor and glory of Thy Holy Name. Amen.

All Respond—Amen.

President: Attention!

Conductor/Conductress: Color Bearers, right and left face, forward march. Chaplain returns to his/her station.

President: Color Bearers, take your stations.

When Color Bearers are at their stations, three (3) raps.
President: I now commend you to the care of the Senior Vice-President, who will instruct you.

The Senior Vice-President advances to a position in front of the Altar by way of the Junior Vice-President’s station, facing candidate(s). He/she pauses until addressed by the President.

President: Mister/Madam Senior Vice-President, I present the candidate (or candidates) for further instruction.

Senior Vice-President: I will now instruct you in the work of our organization. If the Auxiliary is in session, upon approaching the door, you will give a knock. Show your current membership card to the Guard, then be seated.

Should you wish to address the President, or take part in any debate, you will always rise and receive recognition before speaking. You are not to pass between the Altar and the President, except as the Ritual directs. I now commend you to the care of the Junior Vice-President.

The Senior Vice-President returns to his/her station by way of the Chaplain’s station and the Junior Vice-President advances directly from his/her station to a position in front of the Altar, facing the candidate(s), where he/she pauses until addressed by the President.

President: Mister/Madam Junior Vice-President, I present the candidate (or candidates) for your instructions.

Junior Vice-President: As a member of this Auxiliary, we shall expect you to do your share, for ours is a great work, lasting throughout life, for so long as there are veterans, so long will our work continue. To care for the members in distress and for those who depend upon them is part of the work of this organization—and when death shall lay his hand on any Post or Auxiliary member, it is our duty to see that he or she is buried in the proper manner and with the honor due them.
The Junior Vice-President returns to his/her station, making a right face at the Altar.

Conductor/Conductress: Mister/Madam President, I present this candidate (or these candidates) for your final instructions.

President: In succession, the Senior and Junior Vice-Presidents have spoken to you of the work in which you are about to engage. We hope that its impression will remain with you throughout life, adding another link to the golden but invisible chain, which unites us. We sincerely trust that your association with us will strengthen you for the duties of life. We wish to stress the importance of the obligation you have taken.

Our organization is founded on patriotism and loyalty. Loyalty to each other will promote loyalty to the work in which we are engaged. We are united, not for self-seeking, but to maintain true allegiance by upholding the principles upon which our organization was founded.

The President will proceed to the Altar, carrying current Bylaws and membership pins, leaving his/her station on the right, proceeding between Color Bearers 1 and 2. Upon reaching the Altar, he/she steps to the right, handing Conductor/Conductress the Bylaws and pins, then steps back to the center of the Altar, facing candidate(s) to explain our emblem. The Conductor/Conductress hands each candidate a copy of the Bylaws and a pin.

President: We explain to you this emblem of our organization, which may be worn by you as long as you remain a member in good standing. May its ground of gold symbolize to you Strength; its lines of white, Purity; its circle of blue, Truth and its cross, Faith. May you be filled with the Spirit of Loyalty, keeping you ever loyal to your God and to the United States of America.

This concludes your instructions and I extend my best wishes for your future in this organization.
President returns to his/her station.

President: I have the pleasure of introducing a new member (or these new members.) The Auxiliary will recess for a few minutes to enable our Brothers and Sisters to welcome our new member (or members.)

Mister/Madam Chaplain, please close the Bible.

When Chaplain is given the order to close the Bible, he/she proceeds to the Altar as in opening ceremonies; when business is to resume, President gives three (3) raps.

President: Mister/Madam Chaplain, please open the Bible.
AUXILIARY INSTITUTION

The Officer appointed to institute an Auxiliary shall take the chair and call the meeting to order; state the object of his/her visit and appoint a Secretary, Conductor/Conductress and Chaplain pro tem.

Officer: **By authority of the National President, I am deputized to institute this Auxiliary.**

Mister/Madam Secretary, you will call the roll.

As your name is called, you will rise and respond “Here” and the Conductor/Conductress will place you in position at the Altar.

Two (2) raps.

*The Officer will present himself/herself in front of Altar.*

Officer: **Ladies and gentlemen, are you ready to become members of the Veterans of Foreign Wars of the United States Auxiliary?**

Candidates: **I am.**

Officer: **You will raise your right hand and repeat after me the obligation of our Auxiliary, using your name where I use mine:**

**OBLIGATION**

In the presence of Almighty God—and the members of this organization here assembled—I, __________, do of my own free will and accord, solemnly promise—that I will comply with the Bylaws and Ritual—that I will never wrong or defraud this organization—nor a member thereof—nor permit either to be wronged—if in my power to prevent it.
I will never propose for membership — any person not eligible according to our Bylaws.

I further state that I believe in God. I will be faithful to the United States of America—obedient to the laws— and loyal to the Flag.

Should my membership with this organization cease in any way— I will consider this obligation—as binding outside of the organization— as though I had remained a member— I do so promise.

Let us pray.

Officer: Dear God, we ask Thy presence and blessings upon this Auxiliary. Hear our prayer and accept the obligation these Brothers and Sisters have taken. May our ties foster among us an endearing friendship and loyalty and grant that henceforth they may be spared for a useful life and enable them to honor all Brothers, Sisters and Comrades in Thy Holy Name. Amen.

Installing Officer returns to podium.

Three (3) raps.

Officer: Having complied with all that our rules and regulations require, it gives me great pleasure to welcome you as members of the Veterans of Foreign Wars Auxiliary. I, therefore, declare ______ Auxiliary to Post No. ______ Veterans of Foreign Wars of the United States, to be duly instituted, and while complying with the Bylaws and Booklet of Instructions, fully entitled to all its benefits and privileges.

One (1) rap.

Officer: Mister Conductor/Madam Conductress, escort the members to their seats.
COUNTY COUNCILS–DISTRICTS

The County Council is chartered by the National Organization and functions within the County for better handling of civic, patriotic, and social programs.

The Council secures the cooperation of school Administrators and directors of community projects to create a better impression and wider attention for our organization. The Council should consolidate the efforts of the Auxiliaries within their County on all County, civic, and community programs as well as in parades.

The County Council President is recognized from the floor in Department, District, or Auxiliary meetings, never escorted.

The District is chartered by National and has legislative and limited taxing power. Its purpose is to promote schools of instruction and to insure functioning Auxiliaries within the confines of the District through instruction and inspection.

The District President is a Department Officer and a member of the Department Council of Administration.

By the very diversity of the two bodies over which they preside, there can be no question of rank. The County Council President would represent the Council in community affairs, which occur within the province of the County over which he/she presides, and the District President would represent the Auxiliaries of his/her District at VFW activities and as a part of the Department Council of Administration.
FORM FOR INSTITUTING COUNTY COUNCILS

The Officer appointed to institute a County Council shall take the chair and call the meeting to order; state the object of his/her visit; and appoint a Secretary, Chaplain and Conductor/Conductress pro tem.

Officer: By authority of the National President, I am deputized to institute this County Council.

Mister/Madam Secretary pro tem, have all necessary fees been paid?

Secretary Pro Tem: They have (or if all Auxiliaries have not paid fees, names and numbers of said Auxiliaries should be stated).

Officer: Mister/Madam Secretary, you will call the names of the Auxiliaries. As the names of the Auxiliaries are called, the President or one of the Delegates should rise and respond “here.”

Officer: Mister/Madam Presidents, have your Auxiliaries voted to become a part of this County Council and do they pledge themselves to comply with all the rules and regulations governing this County Council as found in the Bylaws of the Veterans of Foreign Wars of the United States Auxiliary?

Response: They do.

Officer: The Chaplain will offer the prayer.

Chaplain: Dear God, we beseech Thy presence and blessings upon this County Council. Hear our prayer and accept the pledge these Brothers and Sisters have taken. May our ties foster among us an enduring friendship and loyalty and grant that henceforth they may be spared for a useful life and enable them to honor all Brothers, Sisters and Comrades in Thy Holy Name. Amen.
Officer: Having complied with all that our rules and regulations require, it gives me great pleasure to welcome this County Council into our National Organization. I, therefore, declare the _______ (name) County Council of the Veterans of Foreign Wars of the United States Auxiliary to be duly instituted, and while obeying the rules and regulations of the organization, fully entitled to all its benefits and privileges.

Instituting Officer will then see that the election of County Council Officers takes place, after which he/she will install them in office.

If selection of Officers has been made prior to the Institution, the Instituting Officer will see that this selection of Officers is ratified immediately following the institution.

With the new County Council Officers in their respective chairs, it is now the duty of the Instituting Officer to assist the new County Council in conducting business and to help them in whatever way is necessary.

After performing above duties to the satisfaction of the County Council organized, the Instituting Officer shall report same to the National and Department Secretaries with the names and addresses of the Officers.

FORM FOR INSTITUTING DEPARTMENTS

The Officer appointed to institute a Department shall take the chair and call the meeting to order, state the object of his/her visit, and appoint a Secretary, Chaplain, and Conductor/Conductress pro tem.

Officer: By authority of the National President, I am deputized to institute this Department.

Mister/Madam Secretary Pro Tem, have all necessary fees been paid?
Secretary Pro Tem: They have. Or if all Auxiliaries have not paid fees, names and numbers of said Auxiliaries should be stated.

Officer: Mister/Madam Secretary, you will call the names and numbers of the Auxiliaries. As the names and numbers of the Auxiliaries are called, the President or one of the Delegates should rise and respond “here.”

Officer: Mister/Madam Presidents, do your Auxiliaries pledge themselves to comply with all the rules and regulations governing this Department as found in the Bylaws of the Veterans of Foreign Wars of the United States Auxiliary?

Response: They do.

Officer: The Chaplain will offer the prayer.

Chaplain: Dear God, we beseech Thy presence and blessings upon this Department. Hear our prayer and accept the pledge these Brothers and Sisters have taken. May our ties foster among us an enduring friendship and loyalty and grant that henceforth they may be spared for a useful life and enable them to honor all Brothers, Sisters and Comrades in Thy Holy Name. Amen.

Officer: Having complied with our rules and regulations, it gives me great pleasure to welcome this Department into our National Organization. I, therefore, declare the Department of ________ (name) Veterans of Foreign Wars of the United States Auxiliary to be duly instituted, and while obeying the rules and regulations of our organization, fully entitled to all its benefits and privileges.

Instituting Officer will then see that the election of Department Officers takes place, after which he/she will install them into office.
If selection of Officers has been made prior to the Institution, the Instituting Officer will see that this selection is ratified after the institution.

With the new Department Officers in their respective chairs, it is now the duty of the Instituting Officer to assist the new Department in conducting the business and to help them in whatever way is necessary.

After performing above duties to the satisfaction of the Department organized, the Instituting Officer shall report same to the National Secretary with the names and addresses of the Officers.

Prior to instituting a Department each Auxiliary in said Department should turn to Article III, and elect Delegates and Alternates from their Auxiliary to attend the instituting of the Department and represent the Auxiliary at the Department meeting which generally follows immediately after the Department Officers have been duly installed.

Installation of Officers will follow. If Officers have not been elected, a meeting shall be called to elect Officers. If Officers have been elected, ratification of Officers is necessary.
CONTEMPORARY MEMORIAL SERVICE

(All floor work for Color Bearers is optional for this service.)

The President may select songs other than those listed in the Ritual.

OF THE CHARTER

Charter should be placed in front of the President’s station before meeting starts.

President: Mister Conductor/Madam Conductress, you will retire with the Colors for the draping of the Charter.

Two (2) raps.

Conductor/Conductress and Color Bearers go to the Altar.

Conductor/Conductress: About face.

All retire, double file, led by Color Bearers 3 and 4, followed by the Conductor/Conductress and Color Bearers 1 and 2. Entering with Charter Drape.

(See Floor Plan 8)

Solemn music should be played during the service, beginning when the Conductor/Conductress enters the room with the drape. The Color team should walk reverently, but without hesitation.

Color Bearers 1 and 2 lead, double file, Conductor/Conductress in center carrying black drape in both hands, followed by Color Bearers 3 and 4, double file, proceed directly to the Charter, going past the Chaplain’s station. As the Conductor/Conductress and Color Bearers pass the Chaplain’s station, the Chaplain approaches the Altar via the same route as for opening prayer and remains in position at Altar while the Charter is draped and the Chaplain prays.
When Officers are in position, in front of Charter, all right face, forming a straight line facing the President. As the Conductor/Conductress gives charge, he/she places the drape on the Charter.

Conductor/Conductress: **It is my solemn duty to drape our Charter in memory of our beloved Brother/Sister _______.**

Conductor/Conductress steps back into position in line with the Color Bearers and all remain in this position during the prayer.

President: **Parade rest.**

Chaplain: **Let us pray. We are humbled by the loss of a member who served from the heart for this organization and for veterans. We come together to remember those deeds of goodness, kindness, love and charity. May we use our memories as a guiding light so that we may follow this example set before us. Amen.**

When the Chaplain has finished the prayer, he/she remains at the Altar, while the Conductor/Conductress and Color Bearers left face, return to double file and proceed to the rear of the Altar, passing the Junior Vice-President’s station; turn left to front of Senior Vice-President’s station; then make left turn—marching forward to the Altar where the Color Bearers separate—left and right, and all stand in a straight line facing the President.

If the Memorial Service follows the draping of the Charter, the Officers will remain at the Altar until instructed to prepare the Altar for Memorial Services. If Memorial Services do not follow, President will give instructions.

President: **Officers, take your stations.**

Three (3) raps.

Note: Drape will remain for thirty (30) days for an Auxiliary. Drape shall remain on Charter until the close of the convention for District, Department and National.
MEMORIAL SERVICE

(Floor work optional.)

(See Floor Plans 9 to 10B)

Special vocal or instrumental music may be added to this service if desired.

Special effects may also be used.

Solemn music should be played and Officers should march reverently but without hesitation during this service.

During Memorial Service NO RAPS are used.

If Memorial Service follows the draping of the Charter, President instructs:

President: Mister Conductor/Madam Conductress and Chaplain, prepare the Altar for the Memorial Service.

If the Charter is not draped, the President instructs:

President: Mister Conductor/Madam Conductress and Chaplain, with the Colors, prepare the Altar for the Memorial Service.

Following the charge of the President, the Chaplain lifts the Bible and reverently closes it. The Conductor/Conductress folds the Altar cloth. (Pick up Altar cloth by top—right and left corners; fold to back—right corner to left corner—repeat this procedure. Fold in one-half (1/2), bottom to top—with Auxiliary emblem up.)

Chaplain hands Bible to Conductor/Conductress who carries Bible and Altar cloth to the anteroom. (Bible to be placed on the folded Altar cloth). All about face and march—double file—to the Senior Vice-President’s station where they turn. Chaplain returns to his/her station as Conductor/Conductress and Color Bearers proceed to the anteroom.
DRAPING THE ALTAR

Color Bearers leave their Flags in the anteroom and obtain the Memorial Altar cloth. Each Color Bearer holds a corner of the Memorial Altar cloth, keeping far enough apart to hold the cloth flat and taut with hand close to body.

Color Bearers enter holding Memorial Altar cloth, led by Color Bearers 3 and 4, followed by the Conductor/Conductress, who carries the open Bible. When in front of the Senior Vice-President’s station, they proceed directly to the Altar. Color Bearers pass to each side of the Altar and as the Conductor/Conductress reaches the Altar, they face the Altar, as in opening ceremonies, (Altar position) and very slowly lower the cloth onto the Altar. The Conductor/Conductress places the Bible on the Altar and steps back one (1) step.

Color Bearers 1 and 3 turn right, Color Bearers 2 and 4 turn left and proceed to the rear of the Altar. As Color Bearers 1 and 2 are in line with the Conductor/Conductress, the Conductor/Conductress makes an about face and all proceed directly to their stations. All about face and President motions Officers and members to be seated.

President: Brothers and Sisters of this Auxiliary and friends, we have met at this time to honor the memory of our Brothers and Sisters, who have departed from this world to the realities of another. The Conductor/Conductress will see that there is no disturbance during the ceremony.

Conductor/Conductress: Mister/Madam President, your orders will be obeyed.

President: I will request the Chaplain to preside during this solemn service.

Chaplain: I am at your service and will endeavor to perform this solemn duty in the spirit of faith, hope and charity.
After he/she responds, the Chaplain proceeds directly from his/her station to that of the President. The President steps to the right; the Chaplain assumes the President’s station.

Chaplain: **Brothers, Sisters and friends, you will join with me in singing one (1) verse of “Abide With Me.”** Chaplain motions audience to rise.

Abide with me;
Fast falls the even-tide;
The darkness deepens;
Lord with me abide;
When other helpers fail and comforts flee,
Help of the helpless,
O’ Abide with me.

Chaplain: **Let us pray. During this time of remembrance, let each of us think of the wonderful legacy left by our departed members. May we find the strength to carry on our mission of serving veterans and their families in the same spirit of kindness and love. Amen.** Chaplain seats the audience.

Chaplain: **Mister/Madam President, what tribute have you to offer at this time?**

*The President steps from the podium to his/her right and proceeds behind the Secretary’s station, making a left turn. He/she steps past the Conductor/Conductress making a left turn and proceeds just beyond Color Bearer 1, making a right turn and goes past the Altar. He/she turns left to a position behind the Altar and faces the President’s station when placing flowers around the Bible.*

(See Floor Plan 10B)

President: **These white flowers I bring as a token of the love that we have for our departed Brothers and Sisters.**
Chaplain: **Mister/Madam Secretary, you will call the roll of deceased members.**

As the Secretary calls the names of the deceased members, the President places a flower around the Bible for each name called. (At a Department Convention, each District will be called with number of deceased members, or as the Department directs.) When this is completed, the President returns to his/her position at the right of the Chaplain in the same manner as he/she approached the Altar.

If Memorial Address is given, special music may be played or sung.

Chaplain: **Memorial Address will be given at this time.**

At this time, the soloist may sing a song. The President may choose the song.

Chaplain motions audience to rise.

Chaplain: **Mister Conductor/Madam Conductress, you will rearrange the Altar.**

(See Floor Plans 11-12)

When directed by the Chaplain to rearrange the Altar, the Conductor/Conductress and Color Bearers proceed to the Altar in the usual manner. The Conductor/Conductress reverently removes the Bible. The Color Bearers step forward, led by Color Bearers 3 and 4, followed by Color Bearers 1 and 2; face the Altar and each pick up one (1) corner of the Memorial cloth, leaving the flowers on the cloth. Color Bearers face the rear of the room, proceed toward the Senior Vice-President’s station with the Memorial Altar cloth, led by the Conductor/Conductress carrying the open Bible. When in front of the Senior Vice-President’s station, they turn and proceed to the anteroom.
Chaplain motions audience to be seated when Conductor/Conductress and Color Bearers reach the anteroom. After the Conductor/Conductress and Color Bearers reach the anteroom, the Chaplain returns to his/her station.

Guard: **Mister/Madam President, the Conductor/Conductress with the Colors.**

President: **You will admit them.**

Two (2) raps.

(See Floor Plan 13)

Regular music is played as Color Bearers and Conductor/Conductress re-enter the room, led by Color Bearers 1 and 2, followed by Conductor/Conductress carrying Bible and Altar cloth and Color Bearers 3 and 4. Chaplain joins Conductor/Conductress in line at the Senior Vice-President’s station and all proceed to rear of Altar, double file. Color Bearers separate left and right and all form a straight line at the back of the Altar.

Conductor/Conductress gives Bible to Chaplain, who holds same while the Conductor/Conductress places the Altar cloth on Altar, then the Chaplain opens the Bible and lays it in the center of the Altar.

President: **Officers take your stations.**

Three (3) raps.
TRADITIONAL MEMORIAL SERVICE

DRAPPING OF THE CHARTER

(See Floor Plan 8)

Charter should be placed in front of the President’s station before meeting starts. The President may select songs other than those listed in the Ritual.

President: Mister Conductor/Madam Conductress, you will retire with the Colors for the draping of the Charter.

Two (2) raps.

Conductor/Conductress and Color Bearers go to the Altar.

Conductor/Conductress: About face.

All retire, double file, led by Color Bearers 3 and 4, followed by the Conductor/Conductress and Color Bearers 1 and 2.

Entering with Charter Drape

(See Floor Plan 8)

Sacred music should be played during the service, beginning when the Conductress enters the room with the drape. The Color team should walk reverently, but without hesitation.

Color Bearers 1 and 2 lead, double file, Conductor/Conductress in center carrying black drape in both hands, followed by Color Bearers 3 and 4, double file, proceed directly to the Charter, going past the Chaplain’s station. As the Conductor/Conductress and Color Bearers pass the Chaplain’s station, the Chaplain approaches the Altar via the same route as for opening prayer and remains in position at Altar while the Charter is draped and the Auxiliary sings, “Nearer My God to Thee.”

When Officers are in position, in front of Charter, all right face, forming a straight line facing the President. As the Conductor/Conductress gives charge, he/she places the drape on the Charter.
Conductor/Conductress: It is my solemn duty to drape our Charter in memory of our beloved Brother/Sister _____ who went to his/her Heavenly home on______.

Conductor/Conductress steps back into position in line with the Color Bearers and all remain in this position during the song and prayer.

President: We will sing one (1) verse of “Nearer My God to Thee.”

Nearer My God to Thee;
Nearer to Thee,
E’en though it be a cross
That raiseth me,
Still all my song shall be
Nearer my God to Thee;
Nearer my God to Thee;
Nearer to Thee.

President: Parade rest.

Chaplain: Our Heavenly Father, who art our refuge and strength in our time of trouble, enable us we pray, to put our trust in Thee. May we come boldly unto Thy Throne, that we may obtain mercy and find grace to help in the time of need. Amen.

When the Chaplain has finished the prayer, he/she remains at the Altar, while the Conductor/Conductress and Color Bearers left face, return to double file and proceed to the rear of the Altar, passing the Junior Vice-President’s station; turn left to front of Senior Vice-President’s station; then make left turn—marching forward to the Altar where the Color Bearers separate—left and right, and all stand in a straight line facing the President.

If the Memorial Service follows the draping of the Charter, the Officers will remain at the Altar until instructed to prepare the Altar for Memorial Services.

If Memorial Services do not follow, President will give instructions.
President: Officers, take your stations.

Three (3) raps.

NOTE: Drape shall remain on Charter until the close of the convention. (National and Department)

MEMORIAL SERVICE

(See Floor Plans 9 to 10B)

Special vocal or instrumental music may be added to this service if desired. Special effects may also be used.

Sacred music should be played and Officers should march reverently—but without hesitation, during this service.

During Memorial Service—NO RAPS are used.

If Memorial Service follows the draping of the Charter, President instructs:

President: Mister Conductor/Madam Conductress and Chaplain, prepare the Altar for the Memorial Service.

If the Charter is not draped, the President instructs:

President: Mister Conductor/Madam Conductress and Chaplain, with the Colors, prepare the Altar for the Memorial Service.

Following the charge of the President, the Chaplain lifts the Bible and reverently closes it. The Conductor/Conductress folds the Altar cloth. (Pick up Altar cloth by top—right and left corners; fold to back—right corner to left corner—repeat this procedure. Fold in one-half (1/2), bottom to top—with Auxiliary emblem up.)

Chaplain hands Bible to Conductor/Conductress who carries Bible and Altar cloth to the anteroom. (Bible to be placed on the folded Altar cloth). All about face and march—double file—to the Senior Vice-President’s station where they turn. Chaplain returns to his/her station as Conductor/Conductress and Color Bearers proceed to the anteroom.
DRAPING THE ALTAR

Color Bearers leave their Flags in the anteroom and obtain the Memorial Altar cloth. Each Color Bearer holds a corner of the Memorial Altar cloth, keeping far enough apart to hold the cloth flat and taut with hand close to body.

Color Bearers enter holding Memorial Altar cloth, led by Color Bearers 3 and 4, followed by the Conductor/Conductress, who carries the open Bible. When in front of the Senior Vice-President’s station, they proceed directly to the Altar. Color Bearers pass to each side of the Altar and as the Conductor/Conductress reaches the Altar, they face the Altar, as in opening ceremonies, (Altar position) and very slowly lower the cloth onto the Altar. The Conductor/Conductress places the Bible on the Altar and steps back one (1) step.

Color Bearers 1 and 3 turn right, Color Bearers 2 and 4 turn left and proceed to the rear of the Altar. As Color Bearers 1 and 2 are in line with the Conductor/Conductress, the Conductor/Conductress makes an about face and all proceed directly to their stations. All about face and President motions Officers and members to be seated.

President: Brothers and Sisters of this Auxiliary and friends, we have met at this time to honor the memory of our Brothers and Sisters, who have departed from this world to the realities of another. The Conductor/Conductress will see that there is no disturbance during the ceremony.

Conductor/Conductress: Mister/Madam President, your orders will be obeyed.

President: I will request the Chaplain to preside during this solemn service.

Chaplain: I am at your service and will endeavor to perform this solemn duty in the spirit of faith, hope and charity.
After he/she responds, the Chaplain proceeds directly from his/her station to that of the President. The President steps to the right; the Chaplain assumes the President’s station.

Chaplain: Brothers, Sisters and friends, you will join with me in singing one (1) verse of “Abide With Me.” Chaplain motions audience to rise.

Abide with me;  
Fast falls the even-tide;  
The darkness deepens;  
Lord with me abide;  
When other helpers fail  
and comforts flee,  
Help of the helpless,  
O’ Abide with me.

Chaplain seats the audience.

Chaplain: Mister/Madam President, what message have you for us at this time?

President: (Stand) I have a message of hope, that should inspire our Brothers and Sisters at this solemn moment and all through life. The message is from our God, who says: I am the Resurrection and the Life; he that believeth in Me, though he were dead, yet shall he live, and whosoever liveth and believeth in Me shall never die.

Chaplain: Mister/Madam Senior Vice-President, what assurance have we of a prolonged stay among the scenes and activities of this earth?

Senior Vice-President: (Stand) For we are strangers before Thee and sojourners as were all our Fathers; our days on earth are as a shadow and there is no abiding.

Chaplain: Mister/Madam Junior Vice-President, have you a message of sympathy for those who sorrow?
Junior Vice-President: *(Stand)* I have. The Book of Life tells us that, like as a father pitieth his children, so the Lord pitieth them that fear Him for He knoweth our frame, He remembereth that we are dust.

Chaplain: Brothers and Sisters, we should be thankful for these inspiring thoughts. Let us learn the lesson of the hour, which is, that we, too, are nearing the end of life’s pilgrimage and sooner or later these services may be held in our memory. Let us so live that when our summons comes, we may depart with the testimony of a good conscience in the comfort of a reasonable religion, with perfect charity for all mankind and a holy hope in the favor of God.

*Chaplain motions audience to rise.*

Let us pray.

Our Father in Heaven, at this time of remembrance, we seek Thee with whom there is no death. We beseech Thee in Thy everlasting charity to look down on these, Thy servants, and give them health, strength and willingness to carry on the work of our beloved organization, which shall be an everlasting memorial to those Brothers and Sisters who have passed on, and in Thy great infinite wisdom and mercy, may we all meet again and to Thy name shall be praise now and forever. Amen.

*Chaplain seats the audience.*

Chaplain: Mister/Madam President, what tribute have you to offer at this time?

*The President steps from the podium to his/her right and proceeds behind the Secretary’s station, making a left turn. He/she steps past the Conductor/Conductress making a left turn and proceeds just beyond Color Bearer 1, making a right turn and goes past the Altar. He/she turns left to a position behind the Altar and faces the President’s station when placing flowers around the Bible.*

*(See Floor Plan 10B)*
President: These white flowers I bring as a token of the love that we have for our departed Brothers and Sisters.

Chaplain: Mister/Madam Secretary, you will call the roll of deceased members.

As the Secretary calls the names of the deceased members, the President places a flower around the Bible for each name called. (At a Department Convention, each District will be called with number of deceased members, or as the Department directs.) When this is completed, the President returns to his/her position at the right of the Chaplain in the same manner as he/she approached the Altar.

If Memorial Address is given, special music may be played or sung.

Chaplain: Memorial Address will be given at this time.

Chaplain motions audience to rise.

Chaplain: All join in singing one (1) verse of “Blest Be The Tie That Binds.”

Blest be the tie that binds
Our Hearts in Christian love;
The fellowship of kindred minds
Is like to that above.

May the blessings of God the Father be with you now and forever. Amen.

Chaplain: Mister Conductor/Madam Conductress, you will rearrange the Altar.

(See Floor Plans 11-12)

When directed by the Chaplain to rearrange the Altar, the Conductor/Conductress and Color Bearers proceed to the Altar in
the usual manner. The Conductor/Conductress reverently removes the Bible. The Color Bearers step forward, led by Color Bearers 3 and 4, followed by Color Bearers 1 and 2; face the Altar and each pick up one (1) corner of the Memorial cloth, leaving the flowers on the cloth. Color Bearers face the rear of the room, proceed toward the Senior Vice-President’s station with the Memorial Altar cloth, led by the Conductor/Conductress carrying the open Bible. When in front of the Senior Vice-President’s station, they turn and proceed to the anteroom.

Chaplain motions audience to be seated when Conductor/Conductress and Color Bearers reach the anteroom. After the Conductor/Conductress and Color Bearers reach the anteroom, the Chaplain returns to his/her station.

Guard: Mister/Madam President, the Conductor/Conductress with the Colors.

President: You will admit them.

Two (2) raps.

(See Floor Plan 13)

Regular music is played as Color Bearers and Conductor/Conductress re-enter the room, led by Color Bearers 1 and 2, followed by Conductor/Conductress carrying Bible and Altar cloth and Color Bearers 3 and 4. Chaplain joins Conductor/Conductress in line at the Senior Vice-President’s station and all proceed to rear of Altar, double file. Color Bearers separate left and right and all form a straight line at the back of the Altar.

Conductor/Conductress gives Bible to Chaplain, who holds same while the Conductor/Conductress places the Altar cloth on Altar, then the Chaplain opens the Bible and lays it in the center of the Altar.

President: Officers take your stations.

Three (3) raps.
DEDICATION OF THE COLORS

The Dedicating Officer assumes a position at the right side of the President. Other Officers are in their regular stations.

President: We have the honor to dedicate our Auxiliary Banner and to rededicate ourselves to our National Flag. On this occasion, Brother/Sister _______, who stands beside me, will serve as our Dedicating Officer and direct the ceremony. Brother/Sister _______, you will take command.

Dedicating Officer: Mister/Madam President and Brothers and Sisters of _______ Auxiliary to Post No. _______, I bring you heartiest greetings from the Department of _______ (or from the District or Council, he/she represents.) This is a very special moment in the history of your Auxiliary. We shall place officially the Flag of our Country and your new Auxiliary Banner among the ever growing number of Banners in our organization. Mister Conductor/Madam Conductress, you will present these colors.

The Conductor/Conductress retires with the Flag Bearer and Banner Bearer. The Flag Bearer and Banner Bearer enter the room carrying the Flag and Banner to be dedicated, led by the Conductor/Conductress. The Conductor/Conductress gives the necessary commands throughout the ceremony. They advance directly to the front of the room, forming a line in front of the President’s station, facing the assembly. As the Officers pass the station of the Chaplain, he/she leaves his/her station and assumes a position at the rear of the Altar.

Dedicating Officer: Brothers and Sisters, we will rededicate ourselves to the Stars and Stripes by saluting our National Flag and repeating the Pledge of Allegiance.

Dedicating Officer: Salute! Military Salute for veterans

Pledge of Allegiance to the Flag.
Dedicating Officer: Before you is the Flag of our Nation (speaker indicates the Flag). This Flag is the symbol of all that is sacred to us. Look at it closely for a moment. The Flag of the United States reflects what we are and what we hope to be. The white stripes symbolize purity of purpose in our freedom of thought, expression and worship.

These are the privileges we guarantee to all who live in our land. They are the rights we defend against all enemies who seek to crush the way of life that you and I cherish. Also, in this Flag, we see the red stripes of courage, for the preservation of American ideals.

There is the blue of tranquility upon which the stars of our states are united to hold intact all that is truly ours, the desire for peace, prosperity and happiness throughout our nation.

We emphasize this interpretation of the Flag of our country which you see carried proudly and guarded so carefully, and we ask that you will always respect this Flag. It is a great symbol of our United States of America.

Dedicating Officer: Mister Conductor/Madam Conductress, you will assist me. Conductor/Conductress takes hold of the upper corner of the Banner, holding it out so that the words thereon may be seen.

Dedicating Officer: Brothers and Sisters, this is your Auxiliary Banner. He/she reads the words on the Banner, after which the Conductor/Conductress releases the corner he/she has been holding.

Dedicating Officer: Brothers and Sisters, this Banner is to be your official Veterans of Foreign Wars Auxiliary emblem, around which you shall build the strength, character and progress of your Auxiliary. Mister/Madam President and Brothers and Sisters, by authority vested in me by the Veterans of Foreign Wars of the United States Auxiliary, I hereby declare this to be the official Banner of Auxiliary to Post No. ________.
Dedicating Officer: The Chaplain will ask the blessing upon the new Flag and Banner. Parade rest.

Chaplain: Dear God, bless our nation’s emblem. May it ever symbolize freedom and justice for all men. Bless, too, the Banner of this Auxiliary. Help us to always campaign vigorously for principles that are noble and right—for the high ideals represented by this Flag and Banner. Amen.

All: Amen.

The Colors are now posted.

President: Officers, take your stations.

Three (3) raps.
HONORING GOLD STAR PARENTS
(The VFW Ritual)

(Note: The presiding Officer shall announce the following to the audience)

Officer: The Veterans of Foreign Wars Ritual provides that when honoring Gold Star parents, we shall refrain from applauding.

There are times when mere words seem far from being adequate. This is such an occasion because we are gathered to recall persons who have made the supreme sacrifice—and to honor their parents. Thus our deeds speak better than words.

The Veterans of Foreign Wars of the United States is founded upon the true comradeship of persons bound by experiences, interests and everlasting patriotism. It is the sort of comradeship that lives through succeeding generations and far back into memory because we know that neither time nor events can separate those who have joined in the common defense of our Flag and country. That is the way we feel about the persons who are absent. We do not consider them gone. In reality, they are very close to us. They are definitely a part of our thinking and actions. We feel that they have molded the future of our nation. They give us strong incentive to carry on our crusade for lasting peace and better purpose in life.

The highest tribute this organization can render those persons—the most profound respect all of us can demonstrate is to apply to our own lives—the strong faith and undaunted courage which were theirs.

To the parents of those comrades, we pledge the sincere friendship of this Post and its Auxiliary.
SERVICES FOR DECEASED MEMBERS

An Auxiliary may offer to hold Memorial Services for a deceased member by contacting family without waiting for a request from the family. Any part of the service that may conflict with any religious beliefs can be omitted or changed.

Auxiliary members, if possible, should attend the funeral or services of deceased members of both the Auxiliary and the Post.

Suggested service at funeral home or at grave:

The Conductor/Conductress shall take charge of the service under the direction of the President.

Members should line up before entering room led by President and Conductor/Conductress followed by Senior Vice-President and Chaplain. President and Conductor/Conductress at head of casket; Senior Vice-President and Chaplain at the foot of the casket with members forming themselves in a manner most appropriate in the funeral home or at the grave as circumstances permit.

Soloist will open service by singing “Abide With Me,” followed by prayer.

President: The Chaplain will invoke the divine blessing.

Chaplain: Our Father in Heaven, we seek Thee with whom there is no death. Open every eye to behold Him who changed the night of death into morning. In the depths of our hearts, we would hear the divine word, “I am the Resurrection and the Life; he that believeth in Me, though he were dead, yet shall he live”. We beseech Thee to look in mercy on this bereaved family and in Thine own tenderness, console and comfort them. Through Thy great mercy, may we all meet at last in joy before Thy Throne in Heaven and to Thy name shall be praise forever and ever. Amen.
President: We gather here, my Brothers and Sisters, to perform the last rites the living may render the dead. That we are born to die is a solemn truth, the fixed law of being. Honor and station have no power to arrest the hand of the destroyer, and youth and age bow alike before Him. How filled with gloom would be this hour were it not for the blessed promise of God of an eternal home with Him. Another one of our members has been taken from us. We shall miss his/her words of counsel, his/her watchful care over the interests of our honored heroes, and his/her devotion to our Auxiliary. His/her life has been full of sacrifices and he/she has gone to his/her reward. In honor and reverence, I now place upon his/her last resting place, this emblem of loyalty and patriotism as a last tribute to his/her memory.

The President places emblematic casket flag of the Veterans of Foreign Wars Auxiliary on casket, if services are indoors. If services are held at grave, place emblematic Auxiliary Flag on staff in ground at head of grave. Emblematic flag shall remain on the casket or staff.

Senior Vice-President: For as much as it has pleased God to take out of this world the soul of our departed friend, it shows how beautifully true is the comparison of life to this flower, which opens up in the morning, but in the evening, withers away. It is a symbol of purity and a token of love. I place it here (placing white flower upon casket) in loving remembrance of this departed life.

Chaplain gives short descriptive story-history of the service of deceased to the Auxiliary. Soloist will sing “Lead Kindly Light.”

Chaplain: Our Heavenly Father, who art our refuge and strength in our time of trouble, enable us we pray, to put our trust in Thee. May we come boldly unto Thy throne that we may obtain mercy and find grace to help in the time of need. Amen.
The President, Senior Vice-President, Chaplain, Conductor/Conductress and then members proceed reverently to casket, place a white flower and leave funeral home or grave. If minister is to speak, they will go to their seats, Officers first, then members.
MEMORIAL DAY SERVICE
(Excerpts from VFW Ritual)

This service is to be used only in conjunction with the Veterans of Foreign Wars.

Commander: Mister/Madam President of the Veterans of Foreign Wars Auxiliary.

President steps to foot of grave. He/she holds blue flowers.

Auxiliary President: On behalf of the Veterans of Foreign Wars Auxiliary, I place this emblem of eternity. Its color bespeaks life everlasting. Thus do we immortalize the brave deeds of our soldiers, sailors, airmen, and marines, who have given their lives on land, on sea and in the air.

Places flowers on grave; returns to position.
MEMORIAL SERVICES FOR NATIONAL AND DEPARTMENT CONVENTIONS AND FOR POSTS OF THE VETERANS OF FOREIGN WARS OF THE UNITED STATES AND THEIR AUXILIARIES

(Excerpts from the VFW Ritual)

This service is to be used only in conjunction with the Veterans of Foreign Wars.

VFW Chaplain: What message has the Chaplain of the Auxiliary?

Chaplain of the Auxiliary: I have a message of hope that should inspire our comrades at this solemn moment and all through life. The message is from the Captain of our Salvation. He says, “I am the Resurrection and the Life; he that believeth in Me, though he were dead, yet shall he live; and whosoever liveth and believeth in Me shall never die.”

VFW Chaplain: Brothers and Sisters of the Auxiliary, will you offer a tribute to the memory of our departed Comrades?

President of the Auxiliary: I place upon our sacred shrine, this wreath as a symbol of eternity. Its color bespeaks life everlasting. Thus do we say that the deeds of our soldiers, sailors, airmen and marines on land, on sea and in the air, are immortalized in the hearts of a grateful people. (Places evergreen wreath.)
FORM OF SERVICES TO BE USED ON
MEMORIAL DAY AT THE GRAVES,
MONUMENTS OR TABLET OF OUR
DEPARTED BROTHERS, SISTERS OR
COMRADES

President stands at head of grave or appropriate spot 
before monument. Chaplain stands at foot of the grave or 
appropriate spot before the monument. Color Bearers 1 and 2 
stand at left and right of President; Color Bearers 3 and 4 stand at 
left and right of Chaplain.

President: Color Bearers, Attention!

Chaplain: Comrades of the Post, Brothers and Sisters 
of the Auxiliary and friends; we are gathered here at this time 
to pay tribute (to the memory of those who made the supreme 
sacrifice) or (to the memory of a departed Brother/Sister.)
Mister/Madam President, what message and tribute have you 
to offer at this time?

President: I have a message of hope that should inspire 
us at this solemn moment and all through life. The message is 
from our God who says, “I am the Resurrection and the Life; 
he that believeth in Me, though he were dead, yet shall he live 
and whosoever liveth and believeth in Me, shall never die.”
This wreath, I place in loving tribute (to those who proved that 
greater love hath no man than to lay down his life for his God, 
his Country and his Flag) or (to the memory of our departed 
Brother/Sister.)

Chaplain: Let us pray. Our Father in Heaven, amid 
these monuments of the dead, we ask Thee with whom there 
is no death, to open every eye to behold Him who changed the 
night of death into morning. Through Thy great mercy may we 
all meet at last in joy before Thy throne in Heaven and to Thy 
name shall be praise forever and ever. Now, may the blessings 
of God the Father be with each and every one. Amen.
INSTRUCTIONS FOR PLACING GRAVE MARKER OTHER THAN AT TIME OF BURIAL

President stands at head of grave or appropriate spot before the marker. Chaplain stands at foot of the grave or appropriate spot before the marker. Color Bearers 1 and 2 stand at left and right of President; Color Bearers 3 and 4 stand at left and right of Chaplain.

Chaplain: Comrades of the Post, Brothers and Sisters of the Auxiliary and friends;

We are gathered here at this time to pay tribute to the memory of a departed Brother/Sister. Mister/Madam President, what message and tribute have you to offer at this time?

President: I have a message of hope that should inspire us at this solemn moment and all through life. The message is from our God, who says: “I am the Resurrection and the Life; he that believeth in Me, though he were dead, yet shall he live and whosoever liveth and believeth in Me shall never die.” I place this emblem in loving tribute to the memory of our departed Brother/Sister.

Chaplain: Let us pray. Our Heavenly Father, we ask Thee, with whom there is no death, to open every eye to behold Him who changed the night of death into morning. Through Thy great mercy may we all meet at last in joy before Thy throne in Heaven and to Thy name shall be praise forever and ever. Now may the blessings of God the Father be with each and every one. Amen.

If grave marker is to be placed at time of burial, President should place emblematic flag and marker in accordance with service on page 101 in Ritual.
FLOOR PLANS
FLOOR PLAN 1
Showing position of officers
during Sessions of Auxiliary

Flag
Sec.
Pres.
Treas.
POW/MIA
Banner
Cond.
B.B.
Ass’t.
Cond.
F.B.
Flag
Charter

CB1
CB2

ALTAR

ALTAR CLOTH

CB3
CB4

Sr. V.P.
Guard

JF. VP.
Hist.
Chap.
Pl.
FLOOR PLAN 2

Advancing to Altar for Securing Colors

Flag

Sec.  Pres.  Treas.

Con.  F.B.

Flag

B.B.  Ass’t.

Cond.  Altar

ALTAR

ALTAR CLOTH

1  3  FB  C  P1 BB  4  2

CB1  CB2

CB3  CB4

Chap.  P1

Jr. V.P.

Hist.

Sr. V.P.

Guard

POW/MIA (Optional)  Banner
FLOOR PLAN 3
Retiring from Altar to anteroom showing line of march

Flag
Sec.
Pres.
Treas.
POW/MIA (Optional)
Banner
Cond.
F.B.
Flag
Charter
B.B.
Ass’t Cond.

CB1
CB2
CB3
CB4

ALTAR
ALTAR CLOTH

FB
BB
1
3
2
4

C
P1
Sr. V.P.
Guard

Chap. P1
FLOOR PLAN 4

Presenting Colors -- Altar Position
FLOOR PLAN 5
Leaving Altar for Stations
FLOOR PLAN 7
INITIATION: Presenting Candidate(s) at Altar
Chaplain’s Obligation-Altar Position-Sr. Vice-President,
Jr. Vice-President and President’s Charges.
FLOOR PLAN 8

Draping of the Charter

ALTAR

ALTAR CLOTH

CB1

CB2

CB3

CB4

Mr. V.P.

Guard

Flag

Sec.

Pres.

Treas.

PI

Flag

B.B.

Ass't. Cond.

POW/MIA (Optional)

Jr. VP

Cond.

Cond.

Cond.

Cond.

Chap.

Chap.

Chap.

1 2 3 4

G
FLOOR PLAN 10A

Memorial Service - Cont.    Draping Altar

Flag

Sec.

Pres.

Treas.

POW/MIA Banner (Optional)

B.B. Ass't.

Cond.

F.B.

Flag

Charter

JF. Hist. VP

CB1

ALTAR

ALTAR CLOTH

CB2

GB3

Cond.

CB4

St. VP.

Guard

Chap. PI
FLOOR PLAN 10B

Memorial Service - Cont.

President advancing to Altar
FLOOR PLAN 12
Retiring Memorial Altar Cloth
FLOOR PLAN 13
Re-entering room with colors following Memorial Service
FLOOR PLAN 14
Presenting Commander-in-Chief
or National President

ALTAR
ALTAR CLOTH

CB1
CB2
CB3
CB4

Flag
Sec.
Pres.
Treas.
POW/MIA
Banner
Cond.
F.B.
Charter
B.B.
Ass't.
Cond.

Jr. VP
Hist.
Sr. V.P.

Guard

Chap.

1 3
1
3
2
4
2
4
1
3
FLOOR PLAN 15

Escorting Guest to President’s Station

Flag
Sec.  
Pres.  
Treas.  
P.O.W./M.I.A. (Optional)
Banner
Cond.  
F.B.  
Charter  
B.B.  
Ass’t. Cond.

ALTAR

ALTAR CLOTH

Chap. P.

Guard

Jr. V.p.

Hist. V.p.

CB1

CB2

CB3

CB4

Sr. V.p.
FLOOR PLAN 15A

Escorting Guests to President’s Station
FLOOR PLAN 16

Returning to Altar after Escorting Guest to President’s Station
FLOOR PLAN 16A
Returning to Altar after Escorting Guests to President's Station
FLOOR PLAN 17
Escorting Guest from President’s Station with the Colors
FLOOR PLAN 17A

 Escorting Guest(s) from President’s Station with the Colors
FLOOR PLAN 18

Escorting Guest(s) from President’s Station without the Colors